

**BYLAWS OF  
MIAMI VALLEY CHAPTER OF  
OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

These regulations (the “Bylaws”) are adopted pursuant to Section 1702.10 of the Ohio Revised Code for the Miami Valley Chapter of Ohio Association of School Business Officials (the “Chapter” or “Corporation”), an Ohio non-profit corporation, and shall be effective as of the date and time the Articles of Incorporation of the Chapter (the “Articles”) are filed and accepted by the Ohio Secretary of State. As more fully set forth in the Articles, the Chapter is organized and shall be operated as a business league within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the “Code”), to promote the mutual professional interests of Ohio school business officials. In furtherance of its purposes, the Chapter shall be authorized to do all things necessary or appropriate in order to accomplish them.

**ARTICLE I  
MEMBERS**

Section 1. Class of Members. The Chapter shall have two classes of members (the “Members”), designated as “voting” and “nonvoting.” The individuals serving on the Board of Directors of the Chapter (the “Board”) from time to time, as well as those Members who are also a “Professional Member” or an “Associate Member” of the Ohio Association of School Business Officials (OASBO) (as that term is defined in the Constitution and Bylaws of OASBO), shall be considered the voting Members (the “Voting Members”); provided, however, that such Voting Members shall serve in such capacity only to the extent required to comply with the Ohio Revised Code or rule of law relating to the Chapter. All other Members shall be nonvoting Members.

Section 2. Qualifications. All Members shall be individuals, corporations, partnerships, associations, limited liability companies, state or local government agencies or educational institutions, or other legal entities, or identifiable divisions of legal entities, that (a) are employed in the business affairs of school districts in Ohio, (b) are primarily engaged in the promotion or advancement of the field of school business administration in Ohio, or (c) offer products or services to school districts in Ohio.

Section 3. Application for Membership. Membership in the Chapter shall be limited to individuals or entities meeting the membership qualifications described above that are located in Ohio. Membership is conditioned upon:

- (a) Payment of such fees and dues, if any, as shall have been prescribed by the Board from time to time; and
- (b) Compliance with such other procedures as may be designated by the Board from time to time.

Upon compliance by the applicant with the requirements of this section, the applicant shall become a Member. Notwithstanding the preceding provisions, the Board, in its discretion, may waive or alter the membership application process at any time or from time to time.

Section 4. Resignation. Any Member may resign at any time by giving written notice to the President or Secretary of the Chapter. Unless otherwise specified in such notice, the resignation shall take effect immediately upon receipt, and the acceptance of the resignation shall not be necessary to make it effective.

Section 5. Termination of Membership. Any Member may be expelled from the Chapter by a vote of not less than two-thirds of the Directors present and voting at a meeting of the Board at which a quorum is present. Upon voting to expel any Member, the Board shall promptly give written notice to such Member setting forth the date on which such Member's membership shall terminate.

Section 6. Annual Meeting of the Members. The purpose of the annual meeting of the Members (the "Annual Meeting") shall be (a) to elect the Directors of the Board in accordance with Article II of these Bylaws, (b) to confirm the date, time and location of the next Annual Meeting, and (c) to transact such other business of the Chapter consistent with the Chapter's Articles and these Bylaws. Only Voting Members present at the Annual Meeting shall vote. The date, time and location of the initial Annual Meeting shall be determined in accordance with Article II, Section 6 of these Bylaws.

## **ARTICLE II**

### **BOARD OF DIRECTORS AND OFFICERS**

Section 1. Authority and Duties. The Board shall have control of and manage the business and affairs of the Chapter. The Board may exercise all such powers of the Chapter and do all such lawful acts and things that are not by statute, the Chapter's Articles, or these Bylaws directed or required to be exercised and done by the Members. In the event of a conflict between any policy adopted by the Board and the Chapter's Articles or these Bylaws, the Articles or these Bylaws shall control.

Section 2. Qualifications and Composition. The number of Directors (the "Directors" or a "Director") serving on the Board shall consist of at least four (4), but not more than six (6), and shall include the Officers of the Chapter as described in Section 4 of this Article. Each Director must be a "Professional Member" or an "Associate Member" of the Ohio Association of School Business Officials (OASBO) (as that term is defined in the Constitution and Bylaws of OASBO). In accordance with these Bylaws, the total number of Directors serving on the Board may be changed within the limits of this Section upon the majority vote of the Voting Members at the Annual Meeting. The current Directors of the Board are the individuals listed in Attachment A to these Bylaws.

### Section 3. Term of Office, Election and Nominating Committee.

(a) Except as otherwise described in Section 4 of this Article, the term for each Director shall be one year, with all terms commencing on July 1 following the date of the Annual Meeting at which the Director is elected.

(b) The election of a Director shall be made by a majority vote of the Voting Members present at the Annual Meeting and shall be selected from a list of candidates (a) presented by the Nominating Committee (as defined hereinbelow) and (b) any additional qualified individuals nominated by a Voting Member from the floor of the Annual Meeting.

(c) The Nominating Committee, consisting of three members or Directors, appointed by the President of the Chapter, shall prepare a list of nominees to be voted on at the Annual Meeting. The nominees for any office must meet the requirements of the office as described in these Bylaws. The Nominating Committee shall prepare and deliver to the President of the Board at least fourteen (14) days before the date fixed for the Annual Meeting the list of qualified individuals for each vacancy to be filled and voted upon at the Annual Meeting. The President shall promptly deliver to each then acting Director of the Board a list of such nominations and all other information deemed pertinent by the Nominating Committee.

Section 4. Officers. The officers of the Chapter shall consist of a Past President, President, Vice President, Secretary and Treasurer (the "Officers"). The duties of the Secretary and the Treasurer may be combined into the office of Secretary/Treasurer; provided, however, no officer shall execute, acknowledge, or verify any instrument in more than one capacity, if the instrument is required to be executed, acknowledged, or verified by two or more officers.

(a) The President shall serve a term of one year. The President shall preside at all meetings of the Board. Subject to directions of the Board, the President shall have general supervision over the affairs of the Chapter. The President may execute all authorized deeds, mortgages, contracts, and other obligations in the name of the Chapter and shall have such other authority and shall perform such other duties as may be determined by the Board.

Upon the completion of a term as President, the individual serving in that role (the "Immediate Past President") will have the responsibility of providing guidance to the then acting Board for a term of one year.

(b) The Vice President shall serve for a term of one year and shall automatically succeed to the office of President upon the completion of the term of office as Vice President. The Vice President shall work closely with the President in assuming major responsibilities to provide leadership continuity for the Chapter. The Vice President shall assume the duties of the President in the absence or inability of the President to serve in accordance with these Bylaws.

(c) The Secretary shall be elected at the Annual Meeting for a term of two years. The Secretary shall keep or cause to be kept the minutes of meetings of the Board. The Secretary

shall maintain membership records and verify eligibility. The Secretary shall keep or cause to be kept such books as may be required by the Board, shall give notices of the meetings of the Board required by law, or by these Bylaws, or otherwise, and shall have such authority and shall perform such other duties as may be determined by the Board. The Secretary shall secure general liability and directors and officers insurance for the Chapter. The office of Secretary and Treasurer, if not combined, shall be elected at the Annual Meeting in alternating years.

(d) The Treasurer shall be elected in alternate years at the Annual Meeting for a term of two years. The Treasurer shall cause to be kept, under the Treasurer's supervision, accurate financial accounts and shall hold the same open for inspection and examination by the Directors of the Board, shall prepare or cause to be prepared a full report concerning the finances of the Chapter to be presented at each annual organization meeting of the Board, and shall have such authority and shall perform such other duties as may be determined by the Board. The Treasurer is responsible for filing any financial forms and statements on behalf of the Chapter, including the applicable Form 990 required by the Internal Revenue Service (IRS). The office of Secretary and Treasurer, if not combined, shall be elected at the Annual Meeting in alternating years.

(e) The Board is authorized to delegate the authority and duties of any officer to any other officer and generally to control the action of the officers and to require the performance of duties in addition to those mentioned herein.

(f) The Officers of the Board shall not be compensated for their services to the Chapter.

#### Section 5. Resignation, Removal and Vacancies.

(a) A Director may resign at any time, in writing to that effect to the Secretary or President of the Chapter.

(b) Whenever any vacancies shall occur among the Directors following resignation, death or removal from office, the remaining Directors of the Board shall constitute the Board until such vacancy is filled. The remaining Directors of the Board may, by a vote of a majority of their number, fill any vacancy for the unexpired term. If the vacancy occurs in relation to a term extending beyond June 30 next following the vacancy, such appointee shall hold office until his/her successor (a) is elected at the Annual Meeting next following the vacancy and (b) takes office the following July 1 to fill the remainder of the unexpired term.

(c) The Board may invoke disciplinary proceedings against any of the Directors whose actions, conduct, or behavior violates the Bylaws or policies of the Chapter or OASBO, or threatens its order, function, peace, reputation, or dignity. Such disciplinary action may be in the form of a reprimand, suspension, request for resignation, or expulsion.

The Board shall prepare a written statement of the charges against the Director, including a request to show cause why disciplinary action should not be taken. The statement of charges shall be presented to the Director, either directly or by certified or registered mail.

Such Director shall have thirty (30) days from the date of notice to file a written response with the President. Thereafter, at the request of the Director, the Board shall schedule a hearing, with notice of said hearing being served to the Director personally or by certified or registered mail. If, after hearing the evidence presented or in the absence of a request for a hearing, the Board of Directors by a two-thirds majority vote finds the Director guilty as charged, the Board of Directors may order appropriate disciplinary action.

A certified copy of the order shall be served upon the Director personally, or by certified or registered mail. If a Director shall have been removed or suspended, or shall have resigned, his or her position on the Board of Directors shall be declared vacant and will be filled according to these Bylaws.

Section 6. Annual Organization Meeting of the Board. The annual organization meeting of the Board shall take place at such time, on such date each year and at such place within the State of Ohio as the Board or the President shall determine. The purpose of the annual organization meeting shall be to (a) receive the reports of officers and committees of the Board, if any, (b) set the date, time and location of the initial annual meeting of the Members, (c) set the dates, times and locations of the regular meetings of the Board (in accordance with Section 7 of this Article), and (d) transact such other business as may properly come before the meeting. The annual organization meeting of the Board may be held through the use of authorized communication equipment as described in Section 13 hereinbelow.

Section 7. Regular Meetings. Regular meetings of the Board shall be held at least quarterly on such dates, at such times and at such locations as the Board shall determine. The purposes of regular meetings of the Board shall be to consider and act upon any matters that are proper subjects for action by the Board. Regular meetings of the Board may be held through the use of authorized communication equipment as described in Section 13 hereinbelow.

Section 8. Special Meetings. The President or any two Directors of the Board may call a special meeting of the Board, to be held at such time and such place as the person or persons authorized to call a special meeting shall determine. Special meetings of the Board may be held through the use of authorized communication equipment as described in Section 13 hereinbelow.

Section 9. Notice of Meetings. Not less than ten (10) days before the date fixed for an annual organization or regular meeting of Directors of the Board, or forty-eight (48) hours in the case of a special meeting, written notice stating the date, time, place, and, in the case of a special meeting, the purposes of the meeting shall be given by or at the direction of the President or persons authorized to call the meeting. The notice shall be given by personal delivery, by mail, by facsimile, or electronic mail addressed to the Directors of the Board at their respective mail or electronic mail addresses or facsimile numbers as they appear on the records of the Chapter.

Section 10. Waiver of Notice. Notice of the time, place, and purposes of any meeting of the Board may be waived in writing either before or after the holding of the meeting. The attendance of any Director at any meeting (or participation at a meeting held through the use of telephone or other communications equipment) without protesting, prior to or at the

commencement of the meeting, shall be deemed to be a waiver by the Director of any lack of notice of the meeting.

Section 11. Quorum. A majority of the Directors on the Board shall constitute a quorum for the transaction of business, except with respect to the filling of a vacancy on the Board; provided, however, that no action required by law or by the Articles or these Bylaws to be authorized or taken by a designated proportion or number of Directors of the Board may be authorized or taken by a lesser proportion or number. Whenever less than a quorum is present at the time and place appointed for any meeting of the Board, a majority of those present may adjourn the meeting from time to time until a quorum shall be present. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

Section 12. Action Without a Meeting. Any action that may be taken at any meeting of the Board, or of any committee or task force thereof, may be taken without such meeting by a writing or writings signed by all of the Directors of the Board or members of such committee or task force, as the case may be. The writing or writings evidencing such action taken without a meeting shall be filed with the Secretary and inserted by the Secretary in the permanent records relating to meetings of the Board.

Section 13. Meeting by Means of Communications Equipment: Use of Authorized Communications Equipment. Meetings of the Board, or of any committee thereof, may be held through the use of any authorized communications equipment if all persons participating can contemporaneously communicate with each other, and such participation shall constitute presence at such a meeting. Authorized communications equipment shall have the meaning assigned to it in Section 1702.01(Q) of the Ohio Revised Code.

Section 14. Compensation. Directors of the Board shall not be compensated for their services to the Chapter.

Section 15. Conflict of Interest. All potential conflicts of interest shall be handled in accordance with the Conflicts of Interest Policy attached hereto as Attachment B.

### **ARTICLE III** **COMMITTEES AND TASK FORCES**

Section 1. Establishment of Committees and Task Forces/Power of Committees and Task Forces/Removal from Committees and Task Forces. In addition to the Nominating Committee provided for specifically above in these Bylaws, the Board may, at any time, create committees and task forces and appoint such persons and assign such duties and powers to them, as the Board may deem desirable in the interest of furthering the purposes or facilitating the administration of the Chapter. The Board, or if it does not act, the committees, shall establish rules and regulations for meetings and shall meet at such times as are deemed necessary, provided that the provisions of Article II shall be applicable to all committee meetings.

At least one Director of the Board shall serve on every committee and task force. Committees and task forces shall serve the Board solely in an advisory capacity and shall have no authority to act for the Board in the management of the Chapter. Any expenditure of funds by a committee or task force shall require prior approval of the Board.

Each committee and task force shall have a chairperson as designated by the Board. The members of any committee or task force shall serve at the pleasure of the Board. Committees and task forces shall have such authority and perform such duties as from time to time may be determined by the Board.

Committee and task force members may voluntarily withdraw from membership at any time as long as written notice is provided to the Board. Notwithstanding any contrary provision, any committee or task force member may be removed from committee/task force membership at any time with or without cause upon the vote of a majority of the full number of Directors of the Board then serving on the Board. In addition, the Board may allow committee/task force members to vote on the removal of any committee/task force member in a manner determined by the Board.

Section 2. Committee and Task Force Procedures; Action without a Meeting. Each committee and task force shall keep minutes or written recordings of its meetings and actions outlining all topics discussed or considered by the committee or task force and specific action taken by the committee or task force and shall submit to the Secretary of the Chapter or his or her designee a copy of all such minutes or writings promptly following the meetings or actions. The Secretary or his or her designee shall periodically distribute to the Board for its review all committee and task force minutes or written recordings. Any action which may be authorized or taken at a meeting of any committee or task force of the Board may be authorized or taken without a meeting with the affirmative vote and approval of, and in a writing or writings signed by, all of the voting members of the committee or task force, which writing or writings shall be filed with or entered upon the records of the Chapter.

Section 3. Compensation. Committee and task force members shall not be compensated for their services to the Chapter.

#### **ARTICLE IV**

#### **BOOKS AND RECORDS**

The Chapter shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board, committees or task forces, if any, having any of the authority of the Board.

#### **ARTICLE V**

#### **CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 1. Contracts. The Board may authorize any officer or officers, agent or agents of the Chapter, in addition to the officers so authorized by these Bylaws, to enter into any contract

or execute and deliver any instrument in the name of and on behalf of the Chapter and such authority may be general or confined to specific instances.

Section 2. Signing Checks and other Instruments. The Board is authorized to determine or provide the method of determining how checks, notes, bills of exchange and similar instruments shall be signed, countersigned or endorsed. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President.

Section 3. Deposits. All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, financial institutions, trust companies, or other depositories as the Board may select.

## **ARTICLE VI**

### **LIMITATION OF LIABILITY IN DAMAGES AND INDEMNIFICATION**

Section 1. Right to Indemnification. Each Director, officer, committee or task force member, employee, agent, or volunteer of the Chapter, and any other person serving as such at the request of the Chapter shall be indemnified by the Chapter under the standards set by and to the fullest extent allowable under Section 1702.12(E) of the Ohio Revised Code (as amended from time to time), except to the extent such individual's action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to the Chapter or undertaken with reckless disregard for the best interests of the Chapter. The foregoing right of indemnification shall be in addition to any other rights to which any person seeking indemnification may be or become entitled by law or by vote of disinterested Directors of the Board or otherwise, and shall inure to the benefit of the heirs, executors and administrators of each such person.

Section 2. Purchase of Insurance. The Chapter shall maintain general liability insurance and must, to the fullest extent then permitted by law, purchase and maintain insurance on behalf of any person who is or was a Director, officer, committee member, employee, agent, or volunteer or is or was serving at the request of the Chapter. Insurance may be purchased from, or maintained with, a person in which the Chapter has a financial interest, provided such transaction is consistent with the Conflicts of Interest Policy.

## **ARTICLE VII**

### **AMENDMENT**

These Bylaws are at all times subject to the provisions of the Articles of the Chapter, as amended from time to time. These Bylaws may be altered, changed or amended in any respect or superseded by new bylaws in whole or in part, by the affirmative vote of a majority of the persons then serving as Directors of the Board of the Chapter at an annual or special meeting called for such purpose or without a meeting by the unanimous written consent of the persons then serving as Directors of the Board of the Chapter.

**ARTICLE VIII**  
**ACCOUNTING PERIOD**

The annual accounting period for the Chapter shall end on June 30.

**ARTICLE IX**  
**PROVISIONS IN ARTICLES OF INCORPORATION**

These Bylaws are at all times subject to the provisions of the Articles of the Chapter, as amended from time to time.

**ARTICLE X**  
**DUALITY OF INTEREST**

All potential conflicts of interest shall be handled in accordance with the Conflicts of Interest Policy attached hereto as Attachment B.

**ATTACHMENT A  
TO THE  
BYLAWS OF THE MIAMI VALLEY CHAPTER OF  
OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
LIST OF INITIAL DIRECTORS**

1. Nicole Marshall, Past President  
Address:  
Director term expires June 2018
2. Christy Fielding, President  
Address:  
Director term expires June 2019
3. Joy Kitzmiller, President Elect/Vice President  
Address:  
Director term expires June 2020
4. Rachel Tait, Secretary  
Address:  
Director term expires June 2021
5. Janice Allen, Treasurer  
Address:  
Director term expires June 2022

**ATTACHMENT B  
TO THE  
BYLAWS OF THE MIAMI VALLEY CHAPTER OF  
OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
POLICY AND PROCEDURES FOR DEALING WITH  
CONFLICT OF INTEREST ISSUES**

**Article I. Purpose**

The purpose of this Policy and Procedures for Dealing with Conflict of Interest Issues (“Policy”) is to protect the interests of the Miami Valley Chapter of Ohio Association of School Business Officials (the “Chapter”) when it is considering a transaction or arrangement that might benefit the private interest of any director, officer, staff member or volunteer of the Chapter. This Policy is intended to complement the Chapter’s bylaws in order to prevent the personal interest of any director, officer, staff member or volunteer from interfering with the performance of his or her duties to the Chapter, or result in personal financial, professional, or political gain on the part of such person at the expense of the Chapter or its members, supporters, and other stakeholders.

Decisions about the Chapter’s operations and the use or disposition of the Chapter’s assets should be made, and should appear to be made, to further the mission of the Chapter and not for private profit or other personal benefit to the individuals affiliated with the Chapter who take part in those decisions. Directors of the Board, officers, staff members and volunteers all have an obligation to conduct the affairs of the Chapter in a manner consistent with the Chapter’s mission and to render advice and make decisions in the best interests of the Chapter.

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of the Chapter.

This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit corporations. The Policy shall be interpreted and, as necessary, modified, to comply with all applicable rules, regulations and laws.

**Article II. Definitions**

*Board* means the Board of Directors.

*Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include officers and Board of Directors of the Chapter.

*Member* means a Professional Member of the Chapter, which shall be defined in the Chapter's bylaws.

*Officer* means an officer of the Board of Directors.

*Staff Member* means, if applicable, a person who receives all or part of her/his income from the payroll of the Chapter.

*Supporter* means corporations, foundations, individuals and nonprofit organizations who contribute to the Chapter.

*Volunteer* means a person -- other than a member of the Board -- who does not receive compensation for services and expertise provided to the Chapter and retains a significant independent decision-making authority to commit resources of the organization.

### **Article III. Policy and Practices**

1. Full disclosure, by notice in writing via the Chapter Annual Conflict of Interest Disclosure Form (attached hereto), shall be made by the interested parties to the full Board in all conflicts of interest, including but not limited to the following: (a) a Board member is related to another Board member or staff member by blood, marriage or domestic partnership; (b) a staff member in a supervisory capacity is related to another staff member whom she/he supervises; (c) a Board member or their organization stands to benefit from a transaction or a staff member of such organization receives payment for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and Board policy; (d) a Board member's organization receives grant funding from the Chapter; (e) a Board member or staff member is a member of the governing body of a contributor to the Chapter; and (f) a volunteer working on behalf of the Chapter who meets any of the situations or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Chapter's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. A Board member or committee member who is formally considering employment with the Chapter shall take a temporary leave of absence until the position is filled. Such a leave shall be taken within the Board member's elected term, which shall not be extended because of the leave. A Board member or committee member who is formally considering employment with the Chapter must submit a written request for a temporary leave of absence to the Secretary-Treasurer of the Board indicating the time period of the leave. The request and any action taken shall be reflected in the official minutes of the Board meeting.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Board or committee member.

5. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases contracts) who also stands to benefit from that decision shall disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with the Chapter or at the official adoption of stated policy. Each Board member, officer, staff member, and volunteer shall sign and date the Chapter Annual Conflict of Interest Disclosure Form at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties.

### Annual Conflict of Interest Disclosure Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position (Board of Directors, volunteer leader, etc.): \_\_\_\_\_

I certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Chapter that has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Chapter.

Please describe below any exceptions to 1 or 2 above with a full description of relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Miami Valley Chapter of Ohio Association of School Business Officials and your personal interests, financial or otherwise.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ I have no conflict of interest to report.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of the Miami Valley Chapter of Ohio Association of School Business Officials.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_