

**ARTICLES OF INCORPORATION AND BYLAWS  
OF THE  
UTAH SCHOOL BOARDS ASSOCIATION**



**UTAH SCHOOL BOARDS  
ASSOCIATION**

***Building Better Boards***

Utah School Boards Association  
860 East 9085 South  
Sandy, UT 84094

January 2025

## **ABOUT USBA**

Recognizing the need for a unified voice on behalf of children, parents, and taxpayers, local school board members founded the Utah School Boards Association (USBA) in 1932.

The association is governed by a board of directors consisting of one member from each of the nineteen regions within the state, a representative from the State Board of Education, and the four elected officers: president, president-elect, vice president, and immediate past president. The Utah School Boards Association provides advocacy, leadership, training, and quality services for effective school board governance.

[www.utahschoolboards.org](http://www.utahschoolboards.org)

# **ARTICLES OF INCORPORATION OF THE UTAH SCHOOL BOARDS ASSOCIATION**

## **ARTICLE I**

The NAME of this corporation shall be the UTAH SCHOOL BOARDS ASSOCIATION.

## **ARTICLE II**

The period of duration of this corporation shall be perpetual.

## **ARTICLE III**

The PURPOSES for which this corporation is formed are the following:

*First*, to develop, strengthen, and coordinate the work of local public school boards of the State of Utah in their efforts to promote the educational interests of Utah students.

*Second*, to deal with issues in whatever manner may be deemed best by the Board of Directors under conditions as they exist or develop within the provisions of these articles.

*Third*, to disseminate information pertaining to school districts in the State of Utah.

*Fourth*, to provide a voluntary, cooperative forum and vehicle for the exchange of ideas and the advancement of common concerns among all school districts, always recognizing that each district is an independent unit of government free to pursue its own interests independently as it determines.

## **ARTICLE IV**

This corporation shall not afford pecuniary gain, incidental or otherwise, to its members.

## ARTICLE V

This corporation shall be empowered to hold property and to do anything permitted under the laws of the State of Utah for such a corporation.

## ARTICLE VI

The registered office of the corporation shall be in Salt Lake County, Utah, or, from time to time, such other address as the directors of the corporation may designate.

## ARTICLE VII

The corporation shall have no capital stock.

## ARTICLE VIII

**Section 1.** Any publicly elected board of education of any school district in the State of Utah may become a member of this corporation by payment of dues in accordance with the bylaws of the corporation.

**Section 2.** Any funds remaining from dues at any time of dissolution of the corporation shall be returned, pro rata to the amount originally contributed, to the boards of education that so contributed.

**Section 3.** Each individual school board member, when present and voting, shall be entitled to one vote on all questions coming before the annual meeting and no proxy votes shall be permitted.

**Section 4.** No person shall retain his or her voting directorship of the corporation or continue as an officer of the corporation after he or she ceases to be a member of a local school board, which is a member of this corporation, except that he or she may continue to hold his or her USBA office or position until the next annual meeting and elections. An immediate past president of the association may complete his or her term even when he or she is no longer a member of a local school board.

**Section 5.** Ex-officio membership on the Board of Directors may be offered, if deemed in the best interest of the corporation, by vote of the Board of Directors.

## ARTICLE IX

The State of Utah shall be divided into eighteen (18) regions for the purposes of the Utah School Boards Association, comprised of the following school districts:

Region I	Cache, Logan, Rich
Region II	Morgan, Ogden, Box Elder
Region III	Davis
Region IV	North Summit, South Summit, Park City, Wasatch
Region V	Daggett, Duchesne, Uintah
Region VI	Granite
Region VII	Provo, Murray, Salt Lake City
Region VIII	Carbon, Emery, Grand, San Juan
Region IX	Jordan
Region X	Juab, North Sanpete, Tintic, Millard
Region XI	Beaver, Garfield, Iron, Kane
Region XII	Alpine
Region XIII	Weber
Region XIV	Nebo
Region XV	Washington
Region XVI	Canyons
Region XVII	Tooele
Region XVIII	South Sanpete, Sevier, Piute, Wayne

## ARTICLE X

The Board of Directors of this corporation shall consist of twenty-two (22) members, National School Boards Association (NSBA) officers and a State Board representative as described below, appointed as follows:

Eighteen (18) members shall be elected from the regions. Single-district regions shall elect directors in odd-numbered years and multi-district regions shall elect directors in even-numbered years, at the annual meeting by the majority vote of the region member districts.

The four (4) officers of the corporation (president, president-elect, vice president, and immediate past president) shall be directors during their terms of office.

In the event a Utah school board member is elected to a leadership position with the NSBA, that school board member may be an ex-officio member of the Board of Directors, entitled to a voice and vote in the board's meetings during the term of such national position.

One (1) ex-officio member may be designated by the State Board of Education from among its members, who will have voice in the meetings of the Board of Directors.

# BYLAWS OF THE UTAH SCHOOL BOARDS ASSOCIATION

## ARTICLE I MEMBERSHIP

### ***Section 1: Membership***

The membership of this association shall be as described in the Articles of Incorporation and supplemented herein.

### ***Section 2: Voting Rights***

Each member of a publicly elected board of education in the State of Utah shall be entitled to one vote at association membership meetings, provided the member's school district has paid its current dues.

### ***Section 3: Honorary Membership***

Past Presidents, no longer serving on a local Board, will automatically become an Honorary Member of the Association. The Board of Directors may honor someone for exemplary service to Public Education with an Honorary Membership by vote of the Board. Honorary Members of the Association are welcome to participate in USBA activities other than meetings of the Executive Committee and Board of Directors. There is a no voice, no vote with this membership.

### ***Section 4: Advisory of Emeritus Council***

This council is made up of Past Presidents of USBA. It is chaired by the Immediate Past President who will be the liaison to the Board of Directors. This Council will meet as called upon by the Board of Directors of the USBA to address issues or advocate for the organization.

## ARTICLE II MEETINGS OF MEMBERS

### ***Section 1: Annual Meeting***

The annual meeting of the members of this association shall be held in January of each year. The executive director shall send notice of the time and place of the annual meeting to each local school board member at least thirty (30) days in advance of the meeting.

**Section 2: Special Meetings**

The president of the association shall call special meetings of the members of the association upon the written request of the majority of the board of directors. Notice of all special meetings shall be sent to each local school board member at least (10) days in advance of such meetings. Such notice shall state the object of the meeting and the subject to be considered.

**Section 3: Quorum**

A majority of the current local school board members must be present at any meeting of the association to constitute a quorum for voting purposes.

**ARTICLE III  
ELECTION OF OFFICERS AND APPOINTMENT OF EXECUTIVE DIRECTOR**

**Section 1: Officers**

The officers of the association shall consist of a president, president- elect, vice president, and immediate past president. Officers shall serve for a period of four (4) years.

**Section 2: Vice President**

A vice president shall be elected at each annual meeting of the members. In even-numbered years the vice president shall be elected from the multi-district regions. In odd-numbered years the vice president shall be elected from the single-district regions. The president, president-elect, and vice president must continue to be members of a local board of education.

**Section 3: Succession**

When the new vice president is elected at the annual meeting of the members, the president of the association automatically leaves that office and becomes the immediate past president, the president-elect becomes the president, and the vice president becomes the president-elect.

**Section 4: Executive Director**

The Board of Directors shall appoint an executive director for a two (2) year term, commencing on July 1 of even-numbered years.



## **ARTICLE IV BOARD OF DIRECTORS**

### ***Section 1: Authority***

The Board of Directors shall be the governing body of the Utah School Boards Association.

### ***Section 2: Powers***

a. The Board of Directors shall manage the property, affairs, and business of the association.

b. The Board of Directors may adopt rules of procedure for conducting association meetings.

c. The Board of Directors may adopt policies pertinent to the purposes and objectives of the association.

d. The Board of Directors may create standing and ad hoc committees as needed.

### ***Section 3: Meetings***

a. The Board of Directors shall hold at least four (4) meetings annually at such time and place as the president of the association determines. Additional meetings of the Board of Directors may be called by the president of the association or by written request of a majority of the members of the Board of Directors.

A quorum shall consist of a majority of the Board of Directors as constituted at the time a meeting is held.

b. At all meetings of the Board of Directors, the president of the association, or in his or her absence the president-elect, shall act as chairman.

### ***Section 4: Composition***

The Board of Directors shall be comprised of: one elected director from each of the eighteen (18) association regions, the four elected officers, any Utah school board member presently holding an elected position with the National School Boards Association (NSBA), and may include one (1) representative designated by the State Board of Education.

### ***Section 5: Regions***

One school board member from each of the following regions shall be elected to the Board of Directors:

Region I	Cache, Logan, Rich
Region II	Morgan, Ogden, Box Elder
Region III	Davis
Region IV	North Summit, South Summit, Park City, Wasatch
Region V	Daggett, Duchesne, Uintah
Region VI	Granite
Region VII	Provo, Murray, Salt Lake City
Region VIII	Carbon, Emery, Grand, San Juan
Region IX	Jordan
Region X	Juab, North Sanpete, Tintic, Millard
Region XI	Beaver, Garfield, Iron, Kane
Region XII	Alpine
Region XIII	Weber
Region XIV	Nebo
Region XV	Washington
Region XVI	Canyons
Region XVII	Tooele
Region XVIII	South Sanpete, Sevier, Piute, Wayne

A local school district may petition the Board of Directors for designation as a single-district region when the student population of that district reaches 20,000, based on the official October 1 State Board of Education count of students.

When a local school district student population falls below 20,000 for three consecutive school years, based on the official October 1 count of students, that district may lose single-district region designation and the Board of Directors may reconfigure the multi-district regions.

The Board of Directors shall report changes in region designations at the first annual general membership meeting following those changes. Any changes shall be subject to bylaws amendment as outlined in Article IX.

**Section 6: Elections and Terms**

Directors ex-officio (officers and those holding positions with NSBA) become directors upon taking their office and continue as directors while they remain in the office.

Directors representing USBA regions are nominated from and elected by the respective regions at the annual meeting for a term of two (2) years and until a successor has been elected. However, a region-representing director who is no longer a member of a local

school board is no longer qualified to serve as a director and shall vacate that position at the next annual meeting of the members.

Directors from single-district regions shall be elected in odd-numbered years. Directors from multi-district regions shall be elected in even-numbered years.

***Section 7: Duties of Directors***

The Board of Directors shall supervise, control, and direct the affairs of the Utah School Boards Association within the limits of and consistent with the Articles of Incorporation and these bylaws. The Board of Directors shall actively promote the purposes of the association, shall set the association's dues and adopt its budget, and shall have discretion in disbursing the association's funds. The Board of Directors may adopt rules and regulations for the conduct of its business and may appoint agents as necessary to the execution of its powers.

***Section 8: Resignations***

Any director of the association may resign at any time by giving written notice to the Board of Directors through the president of the association. Such resignation shall take effect when accepted by the Board of Directors.

***Section 9: Vacancies***

The Board of Directors shall appoint a school board member from the represented region to fill a vacancy in a Board of Director position. Such an appointee shall serve for the remaining portion of that director's unexpired term.

**ARTICLE V  
EXECUTIVE COMMITTEE**

***Section 1: Function***

The Executive Committee shall be responsible for administering the property, funds, and business affairs of the association. The Executive Committee shall have and exercise all powers and authority granted by the Board of Directors.

***Section 2: Composition***

The Executive Committee shall be comprised of the association's officers and two additional members drawn from and selected by the Board of Directors, one of whom shall be from a single-district region and the other from a multi-district region. These single and multi-district representatives, with an alternate for each, shall be selected at

the first meeting of the Board of Directors after the annual meeting. The association's executive director shall serve as an ex-officio member without voting rights.

***Section 3: Duration of Term***

The term of each officer serving on the Executive Committee shall be concurrent with the term of his or her service as an officer of the association. The term of each additional member serving on the Executive Committee shall be from the date of selection to the last day of the next annual meeting of the association or until his or her successor is selected.

***Section 4: Responsibility***

The Executive Committee shall have the powers of the Board of Directors between meetings of the board to the extent provided by the Board of Directors. The Executive Committee shall recommend to the Board of Directors the appointment and compensation of the executive director.

***Section 5: Meetings***

The Executive Committee shall hold at least four (4) meetings annually and may hold additional meetings, upon reasonable notice, as called by the president of the association.

***Section 6: Reports***

At each meeting of the Board of Directors, the Executive Committee shall report actions taken by the committee in the interim period between board meetings and outline the state of the association.

**ARTICLE VI  
DUTIES AND SUCCESSION OF OFFICERS AND EXECUTIVE DIRECTOR**

***Section 1: President's Duties***

The president of the association shall preside at all meetings of the association and the Board of Directors and shall be a member ex-officio of all regular and special committees. The president-elect and vice president, in order, shall assume and perform the duties of the president in the absence of that officer.

***Section 2: Executive Director***

The executive director shall be responsible to and work under the direction of the Board of Directors. He or she shall attend to communications of the association, provide for keeping minutes of meetings, forward complaints to the president of the association,

give notice of meetings called by the president or directors and keep a record of all monies received and disbursed by the association. He or she shall also notify all school districts of their membership dues.

### ***Section 3: Removal***

An officer or the executive director may be removed, either with or without cause, by a two-thirds (2/3) majority vote of the total membership of the Board of Directors at a meeting of that board.

### ***Section 4: Resignation***

Any officer may resign at any time by giving written notice to the Board of Directors through the president or executive director.

### ***Section 5: Continuance in Office***

All officers shall continue to hold the office to which they were elected, or the term thereof, until successors are selected and qualified, except that if an officer is no longer a member of a local board of education, that officer shall vacate the office at the next annual meeting of the members.

### ***Section 6: Vacancies***

a. If there is a vacancy for any reason in the office of the president, the president-elect shall succeed to the office immediately and shall have all the powers and perform all the duties of the office. The president-elect shall serve a full term as president upon completing the term resulting from the vacancy.

b. If there is a vacancy for any reason in the office of President-Elect, the Board of Directors shall appoint from its own membership an officer pro tempore from either the multi-district regions or the single-district regions, as appropriate, to perform the duties of the vacated office until the completion of the term. The officer pro tempore will not automatically move to the office of President. If needed, an election will be held to select the President from either the multi-district regions or the single-district regions, as appropriate, at the next annual meeting of the members.

c. If there is a vacancy for any reason in the office of Vice President the Board of Directors shall appoint from its own membership an officer pro tempore from either the multi-district regions or the single district regions, as appropriate, to perform the duties of the vacated office until the completion of the term of the office. The officer pro tempore will not automatically move to the office of President-Elect. The President-Elect position will be filled from either the multi-district regions or the single district-regions, as appropriate, by an election at the next annual meeting of the members.

## **ARTICLE VII PAST PRESIDENTS**

An immediate past president who is no longer a member of a local school board may complete his or her term as immediate past president of the association.

In the event that the immediate past president cannot complete his or her term, the position will remain vacant until the term ends.

A member who has served his or her term as immediate past president of the board shall automatically become an honorary member of the association.

## **ARTICLE VIII DELEGATE ASSEMBLY**

### ***Section 1: Composition***

The Delegate Assembly shall consist of voting delegates designated by each local school board. Members of the Board of Directors are entitled to the right of expression but have no vote unless they have been designated voting delegates by their local school boards.

Voting delegates shall include one (1) school board member from each public school district, as designated by his or her local board, and two (2) at-large delegates elected by and from each region of the association at the annual meeting of the association, or at a time designated by the Board of Directors.

### ***Section 2: Duties of the Delegate Assembly***

a. The Joint Legislative Committee (JLC) is a USBA standing committee charged annually with recommending a legislative agenda to the association's Board of Directors for their approval. The Board of Directors shall then forward its final recommendations to the Delegate Assembly.

b. Action agenda items may be submitted for the annual meeting of the Delegate Assembly of the association by local boards of education, the Board of Directors of the association or by any committee appointed by the Board of Directors. Proposed agenda items, resolutions or amendments shall be submitted in writing to the Executive Committee at least 30 days prior to the

meeting of the Delegate Assembly. A notice will be sent to each local board member not less than 45 days prior to the Delegate Assembly reminding them of the process to place an item on the agenda.

c. The executive director shall send copies of the agenda to each voting delegate at least ten (10) days before the Delegate Assembly meets.

d. In order for legislative proposals to become official positions they must be adopted by a two-thirds (2/3) vote of those present.

e. By two-thirds (2/3) majority vote, the Delegate Assembly may consider emergency resolutions. In order to be considered, an emergency resolution must be justified with a letter of explanation stating the issue as well as the local board response. The letter must be signed by a majority of the local board members and the superintendent.

f. The Delegate Assembly may authorize the JLC to act on legislative matters that arise during a legislative session consistent with established Delegate Assembly positions even if the Delegate Assembly has not discussed the specific issue at hand.

g. Action agenda items passed at the annual Delegate Assembly will constitute the legislative position of the association until the next meeting of the Delegate Assembly.

### ***Section 3: Meetings***

The Delegate Assembly shall meet at least annually. The Delegate Assembly may hold additional meetings on reasonable notice, called by the president of the association, at a place the president or Board of Directors designates.

### ***Section 4: Delegate Assembly Vote***

a. A voting delegate shall have the right to one vote on any issue before any meeting of the Delegate Assembly, if present in the meeting when the vote is taken. No delegate may vote by proxy.

b. A quorum shall consist of at least one-half (1/2) of the eligible voting members of the Delegate Assembly. A quorum shall be established at the call to order of the Delegate Assembly and, once established, shall be assumed for the remainder of that meeting.

## **ARTICLE IX AMENDMENTS TO BYLAWS**

These bylaws may be amended by a vote of two-thirds (2/3) of the individual members present at any regularly called and duly constituted meeting of the members of the

association, provided due notice of the proposed amendment has been sent to all members in accordance with these bylaws.

**Amended and Restated: January 11, 2014**  
**January 9, 2016**  
**January 7, 2017**  
**January 12, 2019**  
**January 7, 2021**  
**January 7, 2022**  
**January 11, 2025**