

2. The Executive Committee as the representative body of this Association shall have the general supervision of the affairs of the Association and formulate the policies for the program and services of the Association, subject to the provisions of this constitution and these bylaws and the actions taken by the Association at its annual meeting.
3. The Executive Committee shall determine the times and places of meetings of the Association. One of these meetings shall be designated by the Committee as the Annual Conference. The Annual Meeting of the Association shall take place during an Annual Conference. Notice of this meeting shall be sent to all members. The members present at the Annual Meeting shall constitute a quorum for the conduct of business.
4. The Order of Business at meetings shall be substantially as follows:
  - A. Call to Order
  - B. Reading and approval (or correction) of the minutes of the previous meeting
  - C. President's Report
  - D. Officer's Reports:
    1. Treasurer's Report
    2. Secretary's Report
    3. Other
  - E. Committee Reports
  - F. Old Business
  - G. New Business
  - H. Adjournment
5. The Executive Committee shall designate a depository for its funds and arrange for all checks or demands to be signed by such officer or officers or person or persons as the Executive Committee may designate.

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#### **ARTICLE VII – COMMITTEES**

1. There shall be the following standing committees:
  - Auditing
  - Bylaws and Resolutions
  - Legislative
  - Nominating
  - Professional Practices
  - Research and Projects
  - Conference Program Planning
2. Such other committees may be appointed by the President as the Association or the Executive Committee shall deem necessary from time to time to carry on the work of the Association.

3. The President shall be ex officio a member of all committees except the Nominating Committee.
4. Standing Committees shall serve from January 1 until December 31 of the year in which they are appointed. Special committees shall serve until their final report is rendered, but not beyond the annual conference following their appointment.

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#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

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#### **ARTICLE IX – DISSOLUTION**

In the event of dissolution, all of the assets of the Association shall be turned over to such nonprofit tax exempt educational organization as the final Executive Committee shall elect.

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#### **ARTICLE X – AMENDMENT OF BYLAWS**

These Bylaws may be amended at the annual meeting of the Association as follows:

1. By a majority vote of the members present and voting, provided the amendment or amendments shall have been proposed by the Executive Committee and submitted to the membership at least thirty days prior to the annual conference; and/or
2. By a three-fourths vote of the members present and voting, provided that the amendment or amendments shall have been submitted to members attending the annual conference at least twenty-four hours prior to the annual business meeting.

*Adopted October 1977  
Reprinted October 1983, 1991 and 2002  
Amended October 2001*

# **new york state association of school personnel administrators**



# **BYLAWS**

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## ARTICLE I – NAME

The name of the organization shall be the New York State Association of School Personnel Administrators, Inc.

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## ARTICLE II – OBJECTIVES

1. To promote the use of merit, fitness and professional qualifications as the criteria for recruitment, selection, appointment, retention and advancement of public school personnel;
2. To promote among members the interchange of ideas, data and information regarding operational practices in order to effect improvement in the administration of school personnel;
3. To promote continued improvement in certification standards and methods used in the selection process for appointment and promotion of school personnel, and to develop policies related to current problems in school personnel administration;
4. To acquaint teacher applicants in particular, and to alert citizens in general, with the needs, opportunities and procedures for securing and retaining professional school employment;
5. To cooperate with interested community agencies and professional associations in the furtherance of the aforesaid aims and purposes, and;
6. To develop ethical procedures and to promote their practice in school personnel administration.

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## ARTICLE III – MEMBERS

1. There shall be three classes of membership: active, associate, and honorary.
2. Active membership shall be open to professional staff members who have responsibility for personnel administration or personnel selection in a public school system in the state of New York. Active members shall be entitled to all the rights and privileges of the Association.
3. Associate membership shall be open to individuals whose duties are primarily concerned with educational personnel functions in educational institutions other than public school systems or in a nonprofit personnel research agency located or functioning in the state of New York. Associate members shall be entitled to all rights and privileges, except the right to hold office.
4. Honorary membership shall be open to individuals who are retired members or who have rendered distinguished

service to this Association or to the profession or school personnel administration and who are not eligible for active or associate membership. Honorary members shall be entitled to all rights and privileges, except the right to make motions, vote and hold office.

5. Applications for all classes of membership are subject to the approval of the Executive Committee, except that no individual may be denied membership on the basis of race, national origin, religion or sex.
6. Annual dues for active and associate members shall be the amount as approved by the membership, payable in advance for the period January 1 through December 31. Dues shall not be prorated. There shall be no dues for honorary members.
7. Members whose dues are ninety days in arrears may, at the discretion of the Executive Committee, be dropped from membership.

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## ARTICLE IV – OFFICERS

1. The officers of this Association shall be a President, a President-Elect, a Vice President, a Treasurer, a Recording Secretary, and a Corresponding Secretary.
2. Officers shall be elected at the annual meeting of the Association and shall hold office for the period of one year beginning January 1 following their election.
3. No member shall hold more than one office at a time
4. Officers shall be active members of the Association in good standing.
5. In the event of a vacancy in the office of President, the President-Elect shall serve as the President until the following January 1, from which date he/she will, additionally, serve one year as President. In the event of vacancies in the offices of both the President and the President-Elect, the vacancy in the office of President shall be filled by appointment by the Executive Committee, the appointment to extend until the following January 1 when the new President and President-Elect shall take office. Vacancies in other offices, may be filled by appointment by the Executive Committee to serve until the following January 1, when the newly elected officer(s) shall take office.
6. A Nominating Committee consisting of the Immediate Past President and at least three other members representing diverse geographical areas of New York State shall be appointed by the President. It shall be the duty of this committee to nominate one or more candidates for the office to be filled at the annual

meeting. The Nominating Committee shall submit its recommendations at the annual meeting. Before the election at the annual meeting, additional nominations from the floor shall be permitted.

7. Election of officers shall be by written, secret ballot whenever more than one nomination has been made for an Association Office.
8. If there are two nominees for an office, the person receiving a majority vote of the members present and voting shall be elected to such office. In the event there are three or more nominees for an office and if a majority vote of the members present and voting are not received by any candidate for such office, there shall be a run-off election between the two candidates receiving the largest number of votes.

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## ARTICLE V – DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Association and of the Executive Committee. As the Chief executive of the Association, he/she shall appoint and supervise all committees and their work and perform such other duties as pertain to his/her office.
2. The President-Elect shall preside in the absence of the President. He/she shall be responsible for planning programs for Association conference(s).
3. The Vice President shall preside in the absence of the President and the President-Elect. He/she shall be responsible for publicity and for time and place of Association conference(s).
4. The Treasurer shall keep the accounts, receive and deposit all funds of the Association, pay all authorized expenses assume responsibility for membership, maintain the membership roll, and make a report to the membership at each annual conference.
5. The Secretary shall keep the minutes of all meetings of the Association and of the Executive Committee. He/she shall also be responsible for all official correspondence as directed by the President.
6. Officers shall perform such other duties as may be assigned by the President.

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## ARTICLE VI – THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the elected or appointed officers of the Association and the immediate Past President.