

# **CONSTITUTION**

AND

## **By-Laws**

OF THE

**CENTRAL NEW YORK AFFILIATE**

OF THE

**ASSOCIATION FOR SUPERVISION AND CURRICULUM  
DEVELOPMENT**

AN AFFILIATE OF THE

**NEW YORK STATE ASSOCIATION FOR SUPERVISION  
AND CURRICULUM DEVELOPMENT**

Approved March 19, 2009  
Amended May 14, 2009

### **Constitution**

**Central New York Affiliate of the New York State Association for Supervision and Curriculum  
Development**

**ARTICLE I – NAME AND AFFILIATION**

We shall be known as the Central New York Affiliate of the New York State Association for Supervision and Curriculum Development (CNYASCD), an affiliate of the Association for Supervision and Curriculum Development.

The Central New York Affiliate of the New York State Association for Curriculum Development subscribes to the goals and objectives of the New York State Association for Supervision and Curriculum Development.

The Central New York Affiliate of the New York State Association for Curriculum Development recognizes and subscribes to the goals and objectives of the National Association for Supervision and Curriculum Development (ASCD)

**ARTICLE II – PURPOSE**

We, the members of the Central New York Affiliate of the New York State Association for Supervision and Curriculum Development do organize for the purpose of:

- Making recommendations on issues relating to supervision and curriculum development.
- Facilitating the sharing of ideas and expertise related to supervision and curriculum development.
- Discussing issues related to supervision and curriculum development.
- Promoting excellence and equity in education.

**ARTICLE III – MEMBERSHIP**

Any person who is interested in promoting the purpose of CNYASCD shall be entitled to regular membership upon payment of annual dues as provided by the By-Laws.

**ARTICLE IV – OFFICERS**

The officers of the Central New York Affiliate of the New York State Association for Supervision and Curriculum Development shall align all duties and responsibilities to the Constitution and By-Laws.

The elected officers of the Central New York Affiliate of the New York State Association for Curriculum Development shall be: the President, Vice President, Secretary, and Treasurer. Elections will be held yearly to fill all officer positions.

**President**

Aligned with CNYASCD’s constitution, the President shall direct the activities of the organization, act as presiding officer at regular meetings and call meetings of CNYASCD. The president shall call special meetings and appoint committees as necessary for the work of CNYASCD. The president shall be a member of New York State Association for Supervision and Curriculum Development (NYSASCD).

**Vice President**

The Vice President shall fulfill the duties and obligations of the President in the absences of the President and be responsible for assisting the President in the performance of the President’s duties.

**Secretary**

The secretary shall record the procedure of all business meetings. The minutes shall be read and approved at the next meeting, dated and signed by both the President and Secretary.

**Treasurer**

The Treasurer shall receive all monies from any source. Funds shall be deposited in a Board approved bank and the President and Secretary shall be listed on the bank account.

**ARTICLE V - EXECUTIVE BOARD**

The Executive Board of the Central New York Affiliate of ASCD the New York State Association for Supervision and Curriculum Development shall consist of a President, Vice President, Secretary and Treasurer and up to three Board members as voted by the organization.

**Section 1.** The Board of Directors shall meet at least 4 times per year.

**Section 2.** The Secretary shall record and make available the minutes of the Board of Directors meetings within 2 weeks of each meeting.

**ARTICLE VI - MEETINGS**

**Section 1.** Program meetings will be open to all members.

**Section 2.** Program meetings will be held at least four times each year.

**ARTICLE VII – CNYASCD – BY-LAWS**

Details of the activities of CNYASCD shall be regulated by the CNYASCD By-Laws. The By-Laws may be amended at the annual meeting for the transaction of official business by a majority vote of the members present.

Such proposed amendments shall be prepared in printed or electronic format and be available prior to the annual meeting. Any proposed amendment shall be effective immediately upon adoption.

## BY-LAWS

### ARTICLE I – NAME AND AFFILIATION

The name of this organization shall be the Central New York Association for Supervision and Curriculum Development (CNYASCD). The Central New York Association for Supervision and Curriculum Development is an affiliate of the New York State Association for Supervision and Curriculum Development.

### ARTICLE II – MEMBERSHIP

- Section 1.** Voting Rights. Any person in good standing (any member not more than ninety days in arrears in the payment of their dues) shall be entitled to vote, hold office, participate in discussions and otherwise receive such benefits and materials, as may be forthcoming from CNYASCD.
- Section 2.** Membership Meetings. There shall be an annual meeting of the members upon such date, time and place as the Board shall determine. During the annual meeting, voting members shall have the right to vote on the following matters: election of the Executive Board and officers and the approval of any amendments to the By-Laws that may be proposed by the Board.
- Section 3.** Removal. Any member may be removed from the membership for failure to pay dues for more than a period of ninety (90) days beyond their renewal date.

### ARTICLE III – DUES

- Section 1.** Annual dues shall be established by the Executive Board for the year ending June 30.
- Section 2.** Any member who has paid their dues for the year shall be entitled to vote, hold office, participate in discussions and otherwise receive such benefits and materials as may be forthcoming from CNYASCD as contained in the By-Laws.

### ARTICLES IV – EXECUTIVE BOARD

- Section 1.** Powers. There shall be an Executive Board of the Association which shall supervise and control the business, property, and affairs of the Association, except as otherwise expressly provided by law.
- Section 2.** Number. The number of members of the Executive Board is stipulated in Article V of the Constitution of the Central New York Association for Supervision and Curriculum and Development.

- Section 3.** Qualifications. All officers should meet the following qualifications:
- Members of the Board should be recognized leaders in the field of education in the Central New York area willing to expend many hours of labor for the Association without the thought of compensation or personal gain.
  - CNYASCD Executive Board members are expected to attend all regular and special meetings of the Executive Board.
  - CNYASCD Executive Board members must be paid members of the organization for one (1) year preceding their election to the Board.
- Section 4.** Composition of the Board. As per Article V of the Constitution of Central New York for Supervision and Curriculum Development.
- Section 5.** Registration. Any Board member may resign at any time by giving written notice to the President of the Association. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of the acceptance thereof by the President of the Association.
- Section 6.** Vacancies. Vacancies shall be filled by a majority vote of the remaining members of the Executive Board.

## ARTICLE V – OFFICERS

- Section 1.** Term of Office. The President, Vice-President, Secretary and Treasurer shall each serve 1 year terms. The slate of officers will be presented prior to the Annual Meeting and the CNYASCD election procedures will be followed. All terms will coincide with the fiscal year, which shall begin on July 1<sup>st</sup> and continue through June 30<sup>th</sup> of the following year. A member must be paid-up member of CNYASCD for one year prior to serving on the Executive Board. Candidates for President and Treasurer must have served as an active member of the Executive Board for at least one year prior to being elected.
- Section 2.** The President Shall:
- a. Call and preside over all regular and called meetings of CNYASCD.
  - b. Appoint both temporary and permanent committees and fill temporary and permanent committee vacancies as required subject to the approval of the Executive Board.
  - c. Appoint Special Interest Committees subject to the approval of the Executive Board.
  - d. Perform duties that the office may require.
  - e. Be a member of all committees.

**Section 3. The Vice President Shall:**

- a. Perform the duties of the President in the absence of the President.
- b. Be a member of all committees.
- c. Serve as Program Committee Chairperson for all Program Meetings.

**Section 4. The Secretary Shall:**

- a. Record and make available the minutes of the Executive Board Meetings and of the Annual Meetings.
- b. Maintain the organization's correspondence as directed by the President.

**Section 5. The Treasurer Shall:**

- a. Keep an accurate account of all financial transactions of the organization and make them available as directed by the Executive Board.
- b. Be responsible for all funds of the organization and receive and disburse all monies subject to the direction of the Executive Board.
- c. Make a detailed written annual financial report to the Executive Board.
- d. Maintain an inventory of the organization's property.
- e. Maintain a file of all bills, receipts, returned check and bank statements.
- f. The Treasurer shall surrender records for a final examination, by an internal audit committee, annually. The outgoing Treasurer shall submit all record books and banking materials to the incoming Treasurer within 30 days of the close of the term of office.

**Section 6. The Executive Board Shall:**

- a. Direct the overall activities of the Central New York Affiliate under the terms of the Constitution and By-Laws.
- b. Call Special Meetings.
- c. Meet at least 4 times each year.

## **ARTICLE VI – ELECTION OF OFFICERS**

All persons elected or appointed to the CNYASCD Executive Board shall have held membership in CNYASCD for at least one year immediately prior to their election or appointment.

**Section 1.** Elections shall be held at the Annual Meeting

**Section 2.** The Executive Board shall present a proposed slate of officers to the membership at the Annual Meeting. The slate will be prepared by the Nominations Committee consisting of the Past President (chair) and any two (2) active members of the Association, not up for election, appointed by the President.

**Section 3.** A simple majority of the votes cast by those members present at the annual meeting is required for election. If there are no nominations from the floor, the Secretary may cast one deciding vote for the proposed slate of officers, without requiring a full member vote.

**Section 4.** Newly elected officers shall take office on July 1 following the Annual Meeting.

**Section 5.** Special Elections, in the event of office vacancies, may be held at any time.

## **ARTICLE VII – CONSTITUTIONAL REVIEW**

The Executive Board shall require a Constitutional Review every two (2) summers in odd years beginning in summer 2009.

## **ARTICLE VIII – AMENDMENTS**

**Section 1.** A proposal to amend the By-Laws may be submitted in writing to the Executive Board at any Executive Board Meeting.

**Section 2.** Amendments will be acted upon at the announced Annual Meeting.

## **ARTICLE IX – INTERNAL REVENUE CLAUSE**

None of The Central New York Affiliate of the New York State Association for Curriculum Development earnings may inure to any private shareholder or individual.

The Central New York Affiliate of the New York State Association for Curriculum Development will not attempt to influence legislation as a substantial part of its activities and it will not participate in any campaign activity for or against political candidates.

**ARTICLE X – Dissolution of the Organization**

**Section 1. Any remaining assets will be used exclusively for exempt purposes, such as charitable, educational and/or scientific purposes as decided upon by officers and executive board.**



