Four County School Boards Association

BYLAWS

Draft #2

ARTICLE I - NAME AND OFFICE

Section 1 - Name
This Association shall be known as the Ontario, Seneca, Yates, and Wayne Counties School Boards Association (d.b.a. - The Four County School Boards Association).

Section 2 - Location
The office shall be housed at a location designated by the Board of Directors. Here after known as "the Board".

ARTICLE II - PURPOSE

Section 1 - Statement of Purpose
Vision
A respected and strong collective voice for excellence in public education

Mission
The Four County School Boards Association will provide training, advocacy positions and opportunities to support and advance excellence in public education and promote the achievement of all students through effective governance.

Beliefs
With students at the heart of our work, the Four County School Boards Association is committed to acting professionally, collegially and ethically.

Section 2 - Revisions
The Board may recommend revision or replacement of this statement of purpose.

ARTICLE III – COOPERATIVE SERVICE ~~MEMBERSHIP~~

~~**Section 1 - Regular Membership**~~
This service is available to public school boards of education who participate in the WFL BOCES Cooperative Services.

~~a. The public school Boards of Education in Ontario, Seneca, Yates, and Wayne Counties are eligible for active membership upon proper payment of annual dues.~~
~~b. The Board of Education of the Wayne Finger Lakes Board of Cooperative Educational Services is eligible for membership upon proper payment of annual dues.~~
~~c. Membership may also be granted to other public school Boards of Education outside of Four County subject to approval by the Board of Directors and upon proper payment of dues.~~

ARTICLE IV - OFFICERS

Section 1 - Officers
a. The regularly elected officers of the Association shall be the President, First Vice President and Second Vice President.
b. The Treasurer will be appointed by the Board of Directors annually.

Section 2 - Qualifications
a. Elected officers shall be serving on a member board at the time of election and throughout the term of office.
b. A member of any board in good standing shall be eligible to serve as an officer.

Section 3 - Term of Office
a. The officers shall serve a one-year term from July 1st to June 30th.
b. Each office is limited to 2 consecutive one-year terms. In extraordinary circumstances, the Board may elect to extend a term by a one year.

Section 4 - Duties of the Officers
Duties of Officers shall be defined in board policy.

Section 5 - Vacancies
The Board shall fill any vacancy which occurs before a term of office expires.

ARTICLE V - ELECTION PROCEDURES

Section 1 - Appointment of Nominating Committee
The Board shall appoint a Nominating Committee, in accordance with policy, at their first meeting of the fiscal year.

Section 2 - Slate of Officers

a. The Nominating Committee shall present a slate of officers in accordance with the Nominating Committee Guidelines Policy.
b. Upon approval of the Board the slate shall immediately be sent to the full membership.

Section 3 - Additional Nominations
Nominations will be accepted at the Board of Directors meeting that adopts the slate of officers.

Section 4 - Election of Officers
Officers are elected ~~by the General Membership~~ at the Annual Meeting. ~~Member Districts are entitled to 1 vote by their board. This will allow for boards not present to cast a vote by absentee ballot. An absentee ballot is to be submitted by a Four County School Boards Association's Board of Directors Representative by fax, or email no later than 1 day prior to the Annual Meeting~~.

ARTICLE VI - VOTING PROCEDURES

Section 1 – Board of Directors Meetings

a. Each member board is entitled to one vote.
b. A quorum shall consist of 51% of the membership boards.

Section 2 - Annual Meeting and Special Business Meetings
Member Districts are entitled to 1 vote by their board. This will allow for boards not present to cast a vote by absentee ballot. An absentee ballot is to be submitted by a ~~Four County School Boards Association's Board of Directors Representative~~ Board Clerk from a participating district by ~~fax, or~~ email no later than 1 day prior to the ~~Annual~~ meeting.

ARTICLE VII - EXECUTIVE DIRECTOR

Section 1 - Appointment
The Board shall appoint an Executive Director who shall serve at its pleasure.

Section 2 - Conditions of Employment
The Board, upon the recommendation of the Association Officers, shall annually approve the remuneration and specific conditions of employment of the Executive Director and other staff members.

Section 3 - Duties of the Executive Director
The Duties and responsibilities of the Executive Director shall be defined in Association Policy.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1 Governance of the Association
The general governance of this Association shall be vested in the Board.

Section 2 - Membership

a. The Board of Directors shall consist of the Association officers and a representative from each member school board.
b. Each member board is invited to appoint one delegate and one alternate to the Board. If a delegate/alternate are not named, their President and Vice President will be appointed by default.
c. The Immediate Past President of the Four County School Boards Association, the Area 2 Director, and any active officer the New York State School Boards Association residing in Area 2, if such an individual is serving on a member board of the Association, shall serve as ex-officio members of the Board.
d. The Chief School Officer of each member district shall receive notice of meetings and is invited to serve in an advisory capacity.

Section 3 - Responsibility

a. The Board shall function as the policy making body, conducting the affairs of the Association.
b. The Board shall convene at least four times per year and additionally at the discretion of the President or when a request is made to the President by any member.
c. The Board shall establish such committees as necessary to conduct the business of the Association.
d. The Board shall annually review the Executive Director in accordance with policy.
e. The Board may enter executive session upon majority approval of those in attendance.
f. The Board shall annually select and appoint a treasurer.

~~**Section 4 - Voting**~~

~~a. Each member board is entitled to one vote.~~

~~b. A quorum shall consist of 51% of the membership boards.~~

ARTICLE IX - MEETINGS

Section 1 - ~~Regular Association~~ General Membership Meetings

~~Regular Association~~ General Membership Meetings shall be held throughout the year as determined by the Board.

Section 2 - ~~The~~ Annual Meetings

a. The Annual Meeting shall be held for the purpose of electing officers and conducting other business as deemed necessary by the Board.

b. ~~The Annual Meeting of the Association shall be held during May or June following the School Board elections (the 3rd Wednesday of May) with a thirty (30) day prior notice.~~ The Annual Meeting of the Association shall be held after School Board Elections at a time and place determined by the Board.

~~c. The time and place of this Meeting shall be determined by the Board.~~

Section 3 - Special Business Meetings

Special Business Meetings of the full membership may be called by the Board, following a ten (10) day prior notice, for the transaction of Association business other than the election of officers.

~~ARTICLE IX - DUES~~

~~**Section 1- Assessment**~~

~~a. Dues shall be assessed annually according to a formula approved by the Board.~~

~~b. Exceptions to this formula may be offered by the Board.~~

~~**Section 2 - Payment**~~

~~a. Dues shall be payable by July 1 of each year to the Ontario, Seneca, Yates, and Wayne Counties School Boards Association /d.b.a. The Four County School Boards Association.~~

ARTICLE X - FISCAL POLICY

Section 1 - Fiscal Year

The fiscal year shall be from July 1 through June 30.

Section 2 - Depositories

a. The Board shall designate annually the depositories and signatories for all Association funds.

b. The Executive Director, or Board designee, shall receive all moneys and deposit same to the accounts of the Association.

Section 3 - Annual Budget

The Association's Annual Budget shall be approved by the Board.

Section 4 - Annual Audit

a. Provision shall be made for annual audits of the Association's accounts as per Audit Committee Guidelines.

b. An annual audit report shall be presented to the Board for acceptance and distributed to the membership.

ARTICLE XI - AMENDMENTS

Section 1 - Proposal

a. Amendments may be proposed by the Board or by any member board.

b. Such proposed amendments shall be sent to the President for submission to the Board in such time that proper notice of such proposed changes can be included in the notice of the Annual or Special Meeting at which they are to be voted on.

Section 2 - Notification of Membership

Notice shall be sent to all member boards at least 30 days prior to the meeting with exception for extenuating circumstances, incorporating the text of the proposed amendment(s) and the recommendations of the Board.

Section 3 - Approval

a. The vote to approve proposed amendments is to be taken at the meeting specified in accordance with Article VI Voting Procedures.

b. Such amendments shall be adopted when approved by two-thirds of the members ~~present and~~ voting.

Section 4 - Bylaws Review

Bylaws shall be reviewed at least every five years with a committee chaired by an officer and at least 5 members.

Adopted: June 19, 1975
Amended: May 3, 1979
Amended: July 11, 1986
Amended: July 30, 1992
Amended: June 16, 1998
Amended: June 3, 2003
Amended: May 21, 2009
Amended: October 3, 2017
Amended: May 20, 2019

Four County School Boards Association

OFFICIAL BALLOT

Election of Officers	YES	NO
For a term of one year starting July 1, 2020		
President		
Robin Johnson	☐	☐
1st Vice President		
Russ Harris	☐	☐
2nd Vice President		
Joe McNamara	☐	☐
Banking		
Annual Designation of depositories for Association Funds starting July 1, 2020		
Reliant Community Credit Union	☐	☐
Signatories on Bank Accounts starting July 1, 2020:		
Executive Director - Dr. Marla Iverson	☐	☐
Treasurer - Sue Campbell	☐	☐
President - Robin Johnson	☐	☐
1st Vice President - Russ Harris	☐	☐
Policy Changes		
Bylaws (See attached changes)	☐	☐

Results will be announced at the 2019-2020 Annual Meeting (date to be announced).

The Board of Education of your district is allowed one per category.

School District: _____

Board Clerk Signature: _____