

**GENESEE VALLEY ASCD
CONSTITUTION & BYLAWS**

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GENESEE VALLEY ASCD CONSTITUTION & BYLAWS

Details of the Genesee Valley ASCD shall be regulated by the bylaws. Bylaws may be amended at an Executive Board meeting by a majority vote of members present. Board members should be advised of the proposed changes prior to the meeting.

ARTICLE I: NAME

- Section 1. The name of this local organization is The Genesee Valley ASCD.
Section 2. The Genesee Valley ASCD is an affiliate to the New York State ASCD.

ARTICLE II: PURPOSE

The purpose of Genesee Valley ASCD is to provide a forum to highlight exceptional curriculum and supervision practices and networking opportunities for its membership.

ARTICLE III: MEMBERSHIP and AFFILIATION

- Section 1. Genesee Valley ASCD members are professionals from all levels and areas of education. This membership is drawn from public and private schools, pre-school-grade 12, and all higher educational institutions. All educators are welcome to join.
- Section 2. Genesee Valley ASCD is an affiliate of New York State ASCD.
- Section 3. Cooperative working relationships of local associations and New York State ASCD extend the grass roots involvement of curriculum leaders throughout the state.

Cooperation in the identification and meeting of common goals will develop unity and strength as we strive to extend this association's influence in the development of New York State curriculum.

ARTICLE IV: EXECUTIVE BOARD / MEETINGS

Each member of the Executive Board should have a demonstrated interest in Genesee Valley ASCD and leadership in educational practice. The Executive Board shall constitute the governing body of the association and shall recommend and execute policies and assume responsibility for the administration of the affairs of the association.

Section 1. The governance of the association shall be vested in an Executive Board composed of the President (Co-Presidents), President-Elect, Secretary, Treasurer, and Representatives-At-Large from various districts and associations within the region. The total board membership equals official officers and a number of representatives to be determined by the Executive Board that is representative of the region.

Section 2. In case the President is unable to perform the duties of the office, the Co-President or President-Elect, shall assume the responsibilities of the President. If the President and/or Co-President and President-Elect are unable to continue to perform the duties of the office of the President, the remaining Executive Board members will decide who will serve out the President's term.

Section 3. Members of the Executive Board of the Genesee Valley ASCD should meet the following qualifications as leaders in the field of education in the Genesee Valley region. They must be willing to expend their personal time for the Genesee Valley ASCD without the thought of compensation or personal gain.

Section 4. Board Members should plan to:

- attend all Board Meetings
- give input in planning program meetings
- participate on Ad-Hoc committees as requested by the President
- participate in implementing program/conferences when needed
- pay dues and own meeting expenses as Genesee Valley ASCD members. (Local dues are not included in New York State ASCD or National ASCD membership dues.)

Section 5. Nominations for new members of the Executive Board may be received from any existing Executive Board member or Genesee Valley ASCD chapter member. Nominations are typically accepted in April in accordance with the timeline outlined in addendum #1 of these bylaws, although a special election may occur at any time that there is need. A simple majority of the votes cast by those Executive Board members present is required for election. Newly elected members of the Executive Board shall take office on July 1 following the Annual Meeting. Term length on the Executive Board is two years, providing that other conditions of membership are maintained.

ARTICLE V - ELECTION OF OFFICERS

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

Section 1. A simple majority of the votes cast by those Executive Board members present is required for election.

Section 2. Newly elected officers shall take office on July 1 following the Annual Meeting.

Section 3. Special Elections, in the event of office vacancies, may be held at any time.

ARTICLE VI: OFFICERS

It is of utmost importance to elect officers who possess those qualifications needed to guide and develop the association in terms of providing the greatest value and satisfaction to the membership. Although each elective office carries rather unique responsibilities and duties, it is necessary that each officer possess the general characteristics of dedication and leadership.

Term of Office: All Officers of the Executive Board will be elected or appointed to serve 1-year terms. Yearly times for service correspond to the school calendar year, from July to June.

1. **PRESIDENT/CO-PRESIDENTS***: Specific duties shall be to:
 - a. Exercise general supervision over all.
 - b. Act as a representative of the association in professional activities of a general nature or see that an official representative of Genesee Valley ASCD attends all meetings to which Genesee Valley ASCD is officially invited.
 - c. Request recommendations for appointment to committees from the Executive Board members.
 - d. Meet with regional affiliates upon request.
 - e. Prepare and present a proposed program plan at the last meeting of the Executive Board at which the President presides.
 - f. Assist the Treasurer in preparing a budget proposal for the next fiscal year.
 - g. Provide the Executive Board members with an agenda prior to each regularly scheduled meeting.

- h. Give a list of officers and board members, including addresses and phone numbers at work and at home, to each officer and board member. Also send that list to the New York State ASCD President.
 - i. Hold meetings with officers as needed.
 - j. Prepare letters to officers and/or board members, as appropriate, for continued communication.
 - k. Provide information for a smooth transition of leadership at the end of their term.
 - l. Co-Presidents share all of the duties of the President-Elect
- * Genesee Valley ASCD has the option of one President or two Co-Presidents
2. CO-PRESIDENT/PRESIDENT-ELECT: Specific duties
- a. Fulfill the duties and obligations of the President in the absence of the President. In case of resignation of the President, the Co-President or President-Elect shall assume the duties of the office and serve during the office of the resigned President. The Co-President/President-Elect shall then assume the Presidency for the term of office which would normally follow his/her tenure as President-Elect.
 - b. Make arrangements for all programs.
 - c. Present the proposed programming and activities to the Executive Board for consideration.
 - e. Provide for duplicating and distribution to the membership and appropriate "other" educators and organizations of upcoming events and programming.
 - f. Work with Treasurer to make sure that activities can be funded and are properly documented.
 - g. Make final arrangements with the "meeting place"
 - room
 - dinner or other
 - costs
 - media equipment (if needed)
 - h. Arrange for the "media" to attend, when appropriate.
 - i. Be responsible for review and suggested revisions of the Bylaws and reprinting of revised copy for all Board Members.
 - j. Provide information for a smooth transition of leadership at the end of their term.
3. TREASURER: Specific duties
- a. Obtain a "signature card" from the bank (the established Genesee Valley ASCD bank) and get the signature of the President, President-Elect and or Co-President and Treasurer. Return the card to the bank.
 - b. Maintain a file for:
 - budget
 - treasurer's reports
 - current year program reservations (dispose of at end of year)

- invoice/billings
- c. Present a proposed budget (assisted by President or Co-Presidents) for Board approval at the last Board meeting each year.
 - e. Prior approval by the President (or Co-Presidents) in consultation with the Treasurer, must be obtained for expenses in excess of the approved budget categories.
 - f. Prepare a Treasurer's Report for each Board meeting.
 - g. The New York State ASCD was granted tax-exempt status by the State of New York, Dept. of Finance, Sales Tax Bureau, on July 5, 1973. This tax number is kept by the Genesee Valley ASCD Treasurer and may be used by this organization.
 - h. Provide information for a smooth transition of leadership at the end of their term. This may include (but not be limited to) keeping a log of the year's efforts with preparation for a review of books, processes, and procedures as well as an audit for discussion with the successor.
4. SECRETARY: Specific Duties
- a. Keep minutes of Board Meetings and Notes from General Meetings/Programs. Send a copy to each Board Member, and general membership when requested.
 - b. Prepare and submit a press release after each General Meeting/Program as appropriate. Include a picture when possible. (This responsibility may be delegated to a committee by the President). A press release should be made announcing new officers and all board members including the district representation. Include the coming year program listing in the same release.
 - c. Board Meeting minutes should be sent to Board Members and to regular members.
 - d. Act as Genesee Valley ASCD Historian to maintain documents of historic information from past and current Genesee Valley ASCD members.
 - e. Work with the Treasurer to keep an updated membership list.
 - f. Provide information for a smooth transition of leadership at the end of their term.

ARTICLE VII: COMMITTEES

The strength of the Genesee Valley ASCD organization will depend on the degree to which the organization can perform needed services for the membership. Enthusiastic working committees will translate purpose into action and move forward the progress of Genesee Valley ASCD.

Each year the Genesee Valley ASCD Executive Board may appoint its members to any of the committees defined in Article VI. It may also choose to conduct work that might otherwise be assigned to a committee as an entire Board.

PROGRAM

This committee will be responsible for planning Genesee Valley ASCD programs. The committee will request suggestions from the Executive Board and will present the ideas to the Board for consideration.

NOMINATIONS

This committee is made up of the whole Executive Board. Suggestions will be requested from the Executive Board for both new officers and representatives-at-large (board members).

AWARDS

The Awards Committee will be appointed by the President (Co-Presidents). This committee will review the award nomination forms as to needed changes. Forms will be prepared and submitted to be distributed to the membership in a timeframe designated by the Awards Committee. The nomination forms will be returned to the Awards Chair.

The Awards Committee will evaluate the nominations using the written criteria and recommend selections to the Executive Board for approval at the April meeting.

The Awards Committee will order the plaques to be presented at the Annual Awards Banquet (originated in 1992).

MEMBERSHIP

The Treasurer will be a member of this committee and the chair will be appointed by the President (Co-Presidents). This committee will promote the advantages of

belonging to Genesee Valley ASCD and will update Genesee Valley ASCD information each year.

Other responsibilities may be assigned by the President (Co-Presidents).

AD-HOC

Ad-Hoc committees will be appointed by the President/Co-Presidents when needed.

ARTICLE VIII: AREAS OF ACTIVITY

PUBLICATIONS

Promotional materials will be at the discretion of the Genesee Valley ASCD Executive Board.

COLLABORATION

Genesee Valley ASCD will seek co-sponsorship of programs with New York State ASCD, area universities and colleges, and other appropriate educational organizations.

MEETINGS

The Genesee Valley ASCD Executive Board will meet at least four times a year.

The President (Co-Presidents) of Genesee Valley ASCD will call a meeting with the officers as needed.

General membership meetings can be called at Genesee Valley ASCD program meetings.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised (current edition) shall govern the proceedings of the Genesee Valley ASCD.

ARTICLE X - CONSTITUTIONAL REVIEW

Activities of Genesee Valley ASCD shall be regulated by its Constitution and Bylaws, which may be amended at any Executive Board meeting and recorded as official business by a majority vote of the members present.

The Executive Board shall require a Constitutional Review every two (2) years, to be conducted at scheduled reorganization meetings. Bylaws may be updated or amended at any time throughout the calendar year.

Any proposal for amendment may be submitted in writing to the Executive Board at any Executive Board Meeting. Such proposed amendments shall be prepared in printed or electronic format and be available prior to the meeting in which they are discussed. Any proposed amendment shall be effective immediately upon adoption.

ARTICLE XI: DUES

The dues of the Genesee Valley ASCD will be determined by the Executive Board. Dues are to be paid annually. Members may receive a discount on Genesee Valley ASCD programs and conferences.

ADDENDUM #1:

CALENDAR GUIDELINES

ALL MONTHLY MEETINGS

- Treasurer's Report (assess operating budget)
- Membership review and recruitment planning
- Professional development program preparation with responsibilities assigned
- Program assessment and organizational learning
- Collaboration with other organizations
- Other topics as determined by Board membership

JULY / AUGUST

Re-organizational Meeting-All Board members

- Review budget status and projections
- Evaluate previous year programming
- Brainstorm and plan program for upcoming year
- Define committee tasks and assign membership
- Set dates for future meetings for Board and for officers
- Other topics as determined by Board membership

DECEMBER

- Forms distributed for award nominations

MARCH

- Suggestions for Board members
- Nominations for new officers of the Board
- Plans for the Awards Banquet
- Deadline for Awards Banquet

APRIL

- Slate of Officers for the coming year (approval)
- New Board members for next term (approval)
- Affirm selected awardees
- Awards Banquet

MAY

- Awards Banquet in lieu of monthly Board meeting

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Additional revisions submitted by: Patrick Brimstein on December 3, 2009

Revisions Approved by Executive Board on January 7, 2010

Revisions Approved by Executive Board on October 13, 2011

ADDENDUM #2:

GENESEE VALLEY ASCD
Executive Board Member Commitment

The responsibility of an Executive Board member represents a strong commitment. It is critical that each prospective Board member considers his/her current personal and professional responsibilities to ensure that he/she can fulfill the demands of accepting the responsibilities of serving as an Executive Board member. It is the responsibility of the Genesee Valley ASCD Board to ensure that.

Executive Board members will proactively support the mission of Genesee Valley ASCD, its mission, Constitution, and Bylaws. It is the responsibility of each Board member to become familiar with these important documents that guide how the Genesee Valley ASCD functions.

Executive Board members should strive to attend all board meetings of Genesee Valley ASCD. As a working board, it is the responsibility of each board member to attend scheduled board meetings. Dates for Board meetings are determined at annual reorganization meetings in the summer.

Genesee Valley ASCD Executive Board members will carry out roles and responsibilities as described in this Constitution & Bylaws document. Executive Board members are expected to contact the current President for role and responsibility clarification if needed. If any person finds that he/she is unable to fulfill the responsibility of his/her position, then that person should resign from that position.

Genesee Valley ASCD Executive Board members are to adhere to the decorum of a board member, maintain confidentiality, and support the mission of the organization. Individual Executive Board members cannot speak on behalf of the Executive Board nor solely represent its interests. The Executive Board is one unit and works accordingly.

Each Executive Board member's actions are a reflection on the Genesee Valley ASCD and the ASCD organizations; therefore, Genesee Valley ASCD Executive Board members are required to carry out their roles in a professional and ethical manner. State and federal laws govern the appropriate actions of Board members. If an Executive Board member of Genesee Valley ASCD is unable to fulfill his/her responsibilities, that board member is to contact the board president immediately.