

Four County School Boards Association

BYLAWS



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

This service is available to public school boards of education who participate in the WFL BOCES Cooperative Services.

ARTICLE IV - OFFICERS

Section 1 - Officers

- a. The regularly elected officers of the Association shall be the President and First 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 one year.

Section 4 - Duties of the Officers

Duties of Officers shall be defined in board policy. (#5 Roles and Responsibilities of Officers)

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. (#7 Nominating Committee Guidelines Policy)

Section 2 - Slate of Officers

- a. The Nominating Committee shall present a slate of officers in accordance with the Nominating Committee Guidelines Policy. (#7 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 and added to the ballot at the Board of Directors meeting that adopts the slate of officers held prior to election and Annual Meeting and added to the ballot.

Section 4 - Election of Officers

The ballot and any required business to be voted on will be sent to member boards of education for vote and return by email to the Four County office by Board Clerks no later than 1 day prior to the Annual Meeting. Each member board is entitled to one vote.

ARTICLE VI - EXECUTIVE DIRECTOR

Section 1 - Appointment

The Board shall appoint an Executive Director who shall serve at its pleasure.

Section 2 - Conditions of Employment

Remuneration and specific conditions of employment will be established according to the terms of an annually negotiated contract or contract amendment as recommended by the officers to the Board of Directors. The contract is signed by the Wayne-Finger Lakes BOCES District Superintendent.

Section 3 - Duties of the Executive Director

Duties and Responsibilities of the Executive Director are defined in the Wayne-Finger Lakes BOCES job description titled Executive Director of Four County School Boards Association.

ARTICLE VII - 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 establish a process for the annual evaluation of the Executive Director at the first board meeting of the year.
- 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 Procedures

Each member board is entitled to one vote.

ARTICLE VIII – MEETINGS

Section 1 - General Membership Meetings

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

Section 2 - Annual Meetings

The Annual Meeting of the Association shall be held at a time and place 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 - 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. (#31 Audit Committee Guidelines)
- b. An annual audit report shall be presented to the Board for acceptance and distributed to the membership.

ARTICLE X – 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 Meetings 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 according to Article V Voting Procedures.
- b. Such amendments shall be adopted when approved by two-thirds of the members voting.

Section 4 - Bylaws Review

Bylaws shall be reviewed at least every five years by the Policy and Bylaws Committee.

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

Amended: June 30, 2020

Amended: May 26, 2022

Amended: May 16, 2024