

LOWER HUDSON COUNCIL OF SCHOOL SUPERINTENDENTS CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Lower Hudson Council of School Superintendents, and it shall draw its membership from the public-school agencies (districts and BOCES) of Rockland, Putnam, Westchester, and Dutchess counties.

ARTICLE II – STATEMENT OF PURPOSE

The continuing objective of this Council shall be to improve education in Putnam, Rockland, Westchester, and Dutchess counties by:

1. Sharing information concerning current and future educational practices, issues, and plans,
2. Coordinating the efforts of school districts in seeking legislation of benefit to area schools,
3. Encouraging cooperative educational research,
4. Participating effectively in the affairs of the State and National administrators' organizations and asserting a positive influence upon them,
5. Improving relationships among the school districts and their administrators,
6. As appropriate, developing cooperative relationships and programs with other regional associations involved in education, representing boards of education, parent and teacher organizations, employee unions and industry councils, and other administrative groups.

ARTICLE III – MEMBERSHIP

There shall be two classifications of membership – Active and Emeritus.

1. **Active Membership** shall be open to all persons who hold the title of Superintendent of Schools in a local or supervisory district in the four-county region, including interims and acting superintendents. Active members shall have the right to attend and participate in meetings, vote, and hold office.
2. Any active member of the Council who retires while in service shall become a **Member Emeritus** of the Council.
3. At the discretion of the Executive Committee, public school superintendents from other counties may be invited to join as Active Members of the Council.
4. Guests may attend and participate in meetings at the invitation of the President.
5. Exceptions to these Membership regulations may be made at the discretion of the Executive Committee.

ARTICLE IV – DUES

Active Members shall pay annual dues in an amount to be recommended by the Executive Committee and approved by the Council membership. A simple majority of members present at any regularly

scheduled meeting is required to approve the dues amount. Payment of dues shall be a prerequisite to exercising the privileges of membership. No dues shall be paid by Members Emeritus.

ARTICLE V – ELECTION OF OFFICERS

The officers of the Council shall be a President; President-Elect, who shall become President after one year's service as President-Elect; a Secretary; and a Treasurer.

Officers shall be elected by vote of the Council annually at the last meeting of the year and shall hold office for one year, except that the President-Elect shall serve for two years, assuming the office of the President during the second year. Under unique circumstances, the LHCSS may vote to have the President serve two consecutive years. Nominations shall be made by a Nominating Committee appointed by the President. Each district shall have one vote.

In the event of a vacancy in the office of President, the President-Elect shall assume the duties of the presidency immediately and shall serve the remainder of the vacated term followed by his/her full term of office unless the vacancy constitutes a full term in itself, in which case service in said term shall constitute a full term of office.

In the event of a vacancy in the office of the President-Elect, Secretary, or Treasurer, the Nominating Committee shall immediately submit to the Council membership for election a nominee to fill the position.

ARTICLE VI - DUTIES OF OFFICERS

A. The President shall:

1. Preside at all meetings of the Council,
2. Supervise the planning of the Agenda,
3. Represent the Council in contacts with outside organizations interested in the welfare of children,
4. Review the work of the Executive Coordinator annually in a manner determined by the President, and with the Coordinator prepare a final written summary for the Executive Committee,
5. Have the authority to approve bills for payment by the Treasurer,
6. Appoint committees and committee chairs in consultation with the Executive Committee as may be needed to fulfill the purposes of the organization,
7. Perform such other duties as usually pertain to the presidency.

B. The President-Elect shall:

1. Support the president in the responsibility for the design, implementation, and evaluation of programs presented at Council meetings, in consultation with the Executive Committee,
2. Assist the President in carrying out his/her duties,
3. Assume all powers of the President in his/her absence.

- C. The Secretary shall:
 - 1. Keep a record of the proceedings of the Council,
 - 2. Carry on the necessary correspondence of the Council in cooperation with the Executive Coordinator.

- D. The Treasurer shall:
 - 1. Receive and deposit all monies of the organization in a bank of his/her selection,
 - 2. Pay bills approved by the President or the Executive Coordinator,
 - 3. Make such financial reports as may be requested by the Council,
 - 4. Collect dues from all members in an amount determined by the Council and maintain an up-to-date roster of members in good standing.

ARTICLE VII – EXECUTIVE COORDINATOR

- A. The Executive Coordinator shall serve the membership of the Lower Hudson Council by playing a central role in the planning and implementation of the Council's work. This is a part-time position with compensation to be fixed annually by the Executive Committee after reviewing a written summary evaluation prepared by the President and the Coordinator.

- B. The Executive Coordinator shall:
 - 1. Assist the President and Executive Committee by preparing agendas and newsletters to the membership, arranging for all memberships meetings, preparing preliminary and final calendars and budgets, attending special meetings as requested (school board dinners, officers' luncheons, etc.), completing mailings, conducting necessary correspondence in cooperation with the Secretary, making phone contacts, and, in general, managing Council affairs,
 - 2. Attend all Council meetings, both executive and general,
 - 3. Assist standing and ad hoc committees where specific help is requested,
 - 4. Complete specific work assignments made by the President and/or the Executive Committee,
 - 5. Pursue goals as mutually reached and agreed to by the Executive Committee and the Executive Coordinator,
 - 6. Arrange opportunities for members with common needs and problems to share ideas;
 - 7. Have the authority to approve bills for payment by the Treasurer,
 - 8. Perform such other duties as are mutually agreed upon by the Executive Committee and the Executive Coordinator.

ARTICLE VIII - EXECUTIVE COMMITTEE

- A. There shall be an Executive Committee consisting of the four officers, the two most recent past presidents of the Council in active membership, and four active representatives (Southern Westchester, Northern Westchester-Putnam, Rockland, and Dutchess.)
- B. The Executive Committee shall:
 - 1. With the Executive Coordinator, develop an annual work plan based on the needs of the Council,
 - 2. In June of each year review a written evaluation of the Executive Coordinator's work and progress toward meeting goals prepared in summary form by the President and Executive Coordinator,
 - 3. Review and approve budgets as provided by the Executive Coordinator and receive periodic status reports,
 - 4. Transact such routine business as may be delegated to it by the Council,
 - 5. Serve as an advisory body to the President,
 - 6. Assist and consult with the President in the formation of such committees as may be needed to fulfill the purposes of the organization,
 - 7. Act for the Council between meetings,
 - 8. Decide the time and place of meetings,
 - 9. Determine an equitable and appropriate form of recognition for the retirement of Active Members,
 - 10. Authorize the Executive Coordinator to expend Council funds to acknowledge the serious illness or death of Council members, within limits established by the Executive Committee.

ARTICLE IX – COMMITTEES

- A. The Council shall maintain committees in addition to the Executive Committee as may be necessary to fulfill the purposes of the organization.
- B. Such committees may include the Scholastic Achievement Dinner committee, the Legislative committee, and a Nominating committee.
- C. Nothing in this section shall prevent the Executive Committee from adding new committees or discontinuing existing committees from year to year as the need arises and upon the recommendation of the President.

ARTICLE X – APPOINTMENTS AND ENDORSEMENTS

- A. A Commissioner’s Advisory Council member, representing the BOCES supervisory areas of Northern Westchester/Putnam, Rockland, and Southern Westchester counties shall be chosen annually by the membership of the appropriate area – on a rotating basis.
- B. A candidate for state and/or national office may be endorsed by the Council according to the following procedures.
 - 1. Active members of the Lower Hudson Council of School Superintendents desiring to seek office in the New York State Council of School Superintendents (specifically excluded from this procedure is the position of House of Delegate member) and seeking endorsement by LHCOS must make known in writing, his/her desire for endorsement to the Executive Committee of the Lower Hudson Council through the President. Those candidates seeking endorsement for State offices, as outlined in the State Council Constitution and By-Laws (By-Law II Officers), and for the Executive Committee of the State Council must submit letters seeking endorsement by the last meeting of the school year of the year preceding the election date at which the candidate will be seeking office. The Executive Committee will offer its recommendations to the general membership for a vote no later than the annual June meeting prior to the date of election.
 - 2. A confidential written application must include, at a minimum, the following:
 - a. Written expression of interest,
 - b. Written narrative outlining the proposed candidate’s reasons for seeking the office and the platform which the candidate puts forth as a candidate, and
 - c. A current resume.

The applicant may include any other materials in support of the candidacy.

- 3. The Executive Committee by two-thirds vote of its eligible membership will select one candidate for each position for which applicants have been received. Failure to reach two thirds majority vote will preclude the Executive Committee from selecting and recommending a candidate to the general membership. Candidates selected by the Executive Committee will be presented to the general membership where a majority vote is necessary for Council endorsement. The vote of the general membership is to be taken no later than the September general meeting.
- 4. From year to year, the Executive Committee will attempt to give equality of representation to the various BOCES represented within the Council. In the final analysis, however, the best qualified candidates with the strongest chance for election will be the major factor considered in the selection and endorsement process.

5. Absent letters of intent for election to offices in the state and national associations, the Executive Committee may by two-thirds vote actively solicit, through the President, candidates for offices in which the Committee are to be made in any year in which there are written expressions of interest by LHCOS member(s) for an office.

ARTICLE XI – MEETINGS

General Meetings shall be held at such times and places throughout the year as may be determined by the Executive Committee. Special meetings may be called by the President when in his/her judgment the interests of the Council warrant such action, or shall be called by the President at the request of three members of the Executive Committee. At least forty-eight hour notice specifying the time and place of special meetings shall be given to all Active Members.

Only Active Members may vote. The Active Members present and eligible to vote at any regularly called meeting shall constitute a quorum.

ARTICLE XII – AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds vote of those present and voting at any regularly scheduled meeting of the Council. Proposed Amendments in written form shall be sent to Active Members of the Council at least ten days in advance of the meeting at which they will be considered.

Adopted 9/18/73

Amended 10/09/73

Amended 1/10/75

Amended 6/06/85

Amended 6/13/91

Amended 12/9/94

Amended 11/13/15

Amended 1/10/2020

Amended 1/14/2022

