

CONSTITUTION AND BY-LAWS
OF THE
EMPIRE STATE ASSOCIATION OF TWO-YEAR COLLEGE BIOLOGISTS

ARTICLE I NAME

The name of this organization shall be the Empire State Association of Two-Year College Biologists (ESATYCB)

ARTICLE II PURPOSE

The purposes and goals of the organization shall be as follows:

- A. Professional Communication – to promote the dissemination of new methods and techniques and curricular offerings in the life sciences and evaluation of the same.
- B. Articulation – to facilitate a smooth transition of students from the community college to other two-year colleges and higher institutions.
- C. Professional standards – to recommend standards of professional preparation for entry into, and continuance in, the profession.
- D. Welfare – to furnish guidelines concerning equitable working conditions conducive to the promotion of excellence in instruction.
- E. Legislation – to provide information and advice to legislative and governing bodies, to the membership of the organization, and to the general public concerning all aspects of the profession.

ARTICLE III MEMBERSHIP

- A. Active membership in this organization is open to anyone who teaches in the life sciences area in a two-year college in New York State. Associate nonvoting memberships are available to others interested in joining the ESATYCB.
- B. Membership dues – membership shall be assessed sufficient dues to cover expenses of the organization. The assessment shall be determined by the membership at each annual meeting.

ARTICLE IV A. OFFICERS

The officers of the Association shall be:

- 1. President
- 2. President-Elect
- 3. Secretary

4. Treasurer
5. Two Members-at-Large

B. TERM OF OFFICE AND VACANCIES

1. The term of office of the Secretary, Treasurer and Members-at-Large shall be two years.
2. The President-Elect shall serve a two-year term, one year as President-Elect and one year as President.
3. If a vacancy occurs in the office of President, the President-Elect shall assume that office for the remainder of this two-year term. If a vacancy occurs in the office of President-Elect, that office shall remain vacant until the next election. If a vacancy occurs in any other position, the Executive Board shall appoint a successor to serve until the next election.
4. If a temporary vacancy occurs in any office other than that of the President or the President-Elect, the President shall appoint a replacement to fill the office for the duration of the vacancy. The term of office of any temporary office will automatically terminate upon the return of the officially elected office or at the next election for that office, whichever occurs first.

C. DUTIES OF THE OFFICERS

1. President: It shall be the duty of the President to:
 - a. Chair all business meetings and all meetings of the Executive Board.
 - b. Name all committees and appoint the chairpersons and members of all committees unless otherwise provided for in these by-laws.
2. President-Elect: It shall be the duty of the President-Elect to:
 - a. Assume the duties of the President in his/her absence.
 - b. Chair an ad hoc committee to develop an annual program.
3. Secretary: It shall be the duty of the Secretary to:
 - a. Keep the minutes of all business meetings and all Executive Board meetings and to report same at the following business meeting.

- b. File and maintain all records and official correspondence of the Association, with the exception of the Treasurer's books.
 - c. Receive from the Treasurer a list of all members who have paid their dues for the year by February 15th.
 - d. Mail to all voting members an official ballot by March 1st.
 - e. Keep all ballots cast until confirmed by the Executive Board at its next meeting.
 - f. Report to all members the unofficial results of the election prior to the annual meeting.
4. Treasurer: It shall be the duty of the Treasurer to:
- a. Keep all financial records of the Association.
 - b. Pay all bills as authorized by the Executive Board.
 - c. Collect the dues of the Association.
 - d. Forward to the Secretary a list of members who have paid their dues by February 15th.
 - e. Deliver a Treasurer's report at each business meeting.
 - f. Organize and conduct the annual membership drive.
5. Members-at-Large: It shall be the duty of the Members-at-Large to:
- a. Collect, edit and prepare for publication in the Association NEWSLETTER items of interest to the membership.
 - b. Audit the Treasurer's books once each year.

ARTICLE V

ELECTIONS

1. Elections shall be held annually as prescribed in this Article.
2. All officers shall be elected by a mail ballot of the voting membership.
3. The nominating committee shall present its slate of candidates to the membership by mail prior to December 1st.
4. Valid petitions for nominations, as described in Article V, Section 5, which are received or postmarked by a date which is at the discretion of the executive board, shall be accepted by the Secretary for placement on the ballot.

5. The election ballot shall contain the names of the candidates nominated by the nominating committee and those nominated by a petition containing at least ten percent of the total number of members of the Association voting for that office in the last election. The ballot shall specify which names have been placed in nomination by the nominating committee. For each office in the election, space shall be provided on the ballot for a write-in candidate.
6. The ballot shall be mailed by the Secretary the year in which the election is being held.
7. Those ballots received by the Secretary that are postmarked before a date to be set each year by the executive board shall be the only ones counted.
8. Election shall be by a plurality.
9. The Secretary shall inform the membership of the results of the balloting prior to the annual meeting.

ARTICLE VI

COMMITTEES

1. The standing committees of this Association shall be:
 - a. Articulation Committee
 - b. Curriculum Committee
 - c. Legislative Committee
 - d. Nominating Committee
2. It shall be the duty of the chairperson of each standing committee to:
 - a. Secure committee members in consultation with the executive board.
 - b. Chair the meetings of the committee.
 - c. Coordinate the activities of the committee.
 - d. Report to the Executive Board on the functions and activities of the committee.
 - e. Prepare the annual report of the activities of the committee.
 - f. Prepare the annual budget of the committee.
3. The chairpersons of the committees on articulation, curriculum

and legislation shall be appointed at the annual meeting by the incoming President with the approval of the elected officers and shall server for two-year terms. The term of office for each standing committee chairperson shall begin at the close of the business meeting at which he was appointed.

4. The immediate Past-President shall chair the Nominating Committee.

ARTICLE VII EXECUTIVE BOARD

1. The Association shall be governed by the Executive Board.
2. The Executive Board shall consist of the officers of the Association and the Chairpersons of the Standing Committees.
3. The Executive Board shall:
 - a. Determine the dates and sites for all meetings.
 - b. Approve the arrangements for all meetings, including the selection of guest speakers and the determination of all registration fees.
 - c. Authorize all expenditures of the Association.
 - d. Prepare the charge for each standing committee.
 - e. Confirm the results of all elections.
 - f. Fill all vacancies provided for under Article IV B Section 3.
4. An Executive Board meeting called by the President shall have a quorum if a majority of the Executive Board members are present.
5. To pass a decision by a telephone vote, the approval of a majority of the Executive Board shall be required.

ARTICLE VIII MEETINGS

1. This Association shall have one regular meeting each year. Other meetings may be held as determined by the Executive Board.
2. The Executive Board shall determine the agenda for the regular meeting.
3. At each regular meeting there shall be a business meeting.
4. A quorum for each regular meeting shall consist of the voting membership present at the meeting.

ARTICLE IX AMENDMENTS

The Constitution and By-Laws of this Association may be amended by a two-thirds vote of the voting membership in attendance at any business meeting.

ARTICLE X PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this Association in all cases to which they are not inconsistent with these by-laws and any special rules of order with the Association may adopt.

ARTICLE XI FINANCIAL CHARCTER OF THE ASSOCIATION

1. As a non-profit organization, no part of the net income of the Association shall inure to the benefit of or be distributed to nor shall there be the right to receive or be lawfully entitled to receive any pecuniary profit from the operation thereof to its members, directors, officers or other private persons except the Association shall be powered to pay reasonable compensation for services rendered in effecting one or more of such purposes and to make payments and distribution in furtherance of the purposes set forth above.

2. Upon the dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all of the just debts, obligations and liabilities of the Association, dispose of all of its assets by transfer to such other non-profit organizations organized and operated exclusively for educational, charitable or scientific purposes as shall, at the time, qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as in the judgment of the Executive Committee is best qualified and competent to promote the purposes listed in the Constitution of the Empire State Association of Two-Year College Biologists.

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