# TABLE OF CONTENTS

## 01. CONSTITUTION
   01.1 Amendments to Bylaws
   01.2 Submission of Bylaws
   01.3 Adoption of Bylaws
   01.4 Constitution Updating
   01.5 NYSSAA Organizational Chart
   01.6 Form of Making Motions

## 02. EXECUTIVE BOARD/REPRESENTATIVE BOARD/OFFICERS
   02.1 Executive Board
      02.11 Administration
      02.12 Duties
      02.13 Ex-Officio
      02.14 Quorum
   02.2 Representative Board
      02.21 Duties
      02.22 Chapter
      02.23 Delegates
      02.24 Voting
      02.25 Quorum
   02.3 President
      02.31 Duties
      02.32 Timelines/Checklist
      02.33 President’s Plaque
      02.34 President’s Ring/Watch
   02.4 President-Elect
      02.41 Duties
      02.42 Timelines/Checklist
   02.5 Vice President
      02.51 Duties
      02.52 Timelines/Checklist
   02.6 Secretary
      02.61 Duties
      02.62 Recording Secretary
   02.7 Treasurer
      02.71 Duties
      02.72 Timelines/Checklist
   02.8 Immediate Past-President
      02.81 Duties
      02.82 Timelines/Checklist
   02.9 Chapter Representatives
      02.91 Qualifications
      02.92 Duties
      02.93 Assistant Chapter Representative
   02.10 Committee Chairs
   02.11 Meetings
02.12 Annual/Conference
02.13 Terms of Office
02.14 Parliamentary Procedures
02.15 Agendas
02.16 Travel Expenses
02.17 POP Manual Revisions
02.18 Qualifications and Election of Officers

03. ADMINISTRATIVE STAFF: EXECUTIVE DIRECTOR

03.1 Qualifications
03.2 Salary
03.3 Lines of Authority
03.4 Duties and Responsibilities
03.5 Credit Cards
03.6 Office Equipment Inventory
03.7 Timeline/Checklist

04. MEMBERSHIPS

04.1 Dues
04.2 Individual (NYSAAA & NIAAA)
04.3 Associate
04.4 Retired (NYSAAA Only)
04.5 Honorary Lifetime Members
04.6 Student Membership
04.7 Membership Year
04.8 Benefits
04.9 Renewal

05. COMMITTEES

05.1 Notebooks
05.2 State Conference Meeting and Reports
05.3 Budget
05.4 Expenses
05.5 Appointments/Dismissals
   05.51 Composition
   05.52 Qualifications
   05.53 Term of Service
   05.54 Procedures for Selection
   05.55 Criteria for Removal
05.6 Awards
   05.61 Statement of Purpose
   05.62 Job Description of Chairperson
   05.63 Job Description of Co-Chairperson
   05.64 Conference Responsibilities
   05.65 Types of Awards/Criteria
      05.651 Chapter Award Criteria
      05.652 Distinguished Service Award Criteria
      05.653 Community Service Award Criteria
05.654 Judith A. Martens Secretarial Award Criteria
05.655 NYSAAA Certificate of Merit Criteria
05.656 NIAAA State Award of Merit
05.657 Apple Appreciation Award
05.658 Otis Sennett Award of Excellence
05.659 Dr. John F. Foley Award for Professional Development
05.660 Hall of Fame and Wall of Honor
05.661 Past Recipients of all NYSAAA Awards

05.7 Professional Development
05.71 Statement of Purpose
05.72 Job Description of Chairperson
05.73 Job Description of Co-Chairperson
05.74 Committee Responsibilities
05.75 Conference Responsibilities
05.76 Code of Ethics

05.8 Hall of Fame & Screening
05.81 Statement of Purpose
05.82 Job Description of Chairperson
05.83 Responsibilities
05.84 Responsibilities Directly to the Executive Director

05.9 Resolutions
05.91 Statement of Purpose
05.911 Development of Resolutions
05.912 Development of Legislative Proposal
05.92 Job Description of Chairperson
05.921 Development of Position Papers
05.922 Bylaw Changes Drafts
05.923 Carrying out Tasks
05.924 Committee Meetings
05.925 Communication
05.926 Agenda Items
05.927 Agenda
05.93 Job Description of Co-Chairperson
05.931 Conducting Meetings
05.932 Recorder
05.94 Responsibilities
05.941 Development of Resolutions
05.942 Development of Position Papers
05.943 Evaluation of Resolution
05.944 Draft Proposals
05.95 Resolutions/Position Papers

06. NIAAA - REPRESENTATION/RESPONSIBILITIES
06.1 Delegates
06.11 NYSAAA President
06.12 NYSAAA Liaison to NIAAA
06.13 Other Members
06.14 Designees Unable to Attend
06.2 Section I
06.21 NYSAAA Executive Director
06.22 NIAAA State Liaison
06.23 NYSSAAA President
06.24 NIAAA Past President & Section I Representative
06.3 Leadership
06.31 Selection of Representatives
06.32 Maintaining Pool of Members
06.4 Liaison
06.41 Organizational Membership
06.42 Duties and Responsibilities
06.43 State Liaison Meeting
06.44 State Executive Director's Meetings
06.45 State Leadership Training Institute Coordinators
06.46 State Certification Coordinator

07. ANNUAL MEETING
07.1 Annual Meeting with State Conference
07.11 Agenda

08. LEADERSHIP DEVELOPMENT
08.1 Orientation Meeting
08.11 Immediate Past President
08.12 Executive Director
08.13 Secretary
08.14 Vice President
08.15 POP Manual
08.2 Agenda Items/Topics
08.3 Time

09. PAST-PRESIDENTS' NOMINATING COMMITTEE
09.1 Process
09.2 Recommended Questions

10. REPRESENTATION/RELATIONSHIPS
10.1 Individual
10.2 Affiliation
10.3 Professional

11. ENDORSEMENTS
11.1 Policy
11.11 Forms of Recognition
11.12 Corporate Sponsorships
11.2 Membership Lists
11.3 NYSSAAA Logo

12. FINANCES
12.1 Financial Reports
12.2 Budget
12.21 Financial Committee
12.22 Association Budget
12.23 Approval of Expenditures
12.24 Time Deadlines
12.3 Credit Cards
   Tax Exempt Certificate
   IRS Tax Exempt Letter
   Bulk Mailing Letter

13. CORPORATE/CONTRIBUTING SPONSORSHIPS
13.1 Corporate Assistance
13.2 Purpose of the Association
13.3 Guidelines

14. CONFERENCE
14.1 Conference Program/Planning Committee
   14.11 President
   14.12 President-Elect
   14.13 Executive Director
14.2 Conference Operations
   14.21 Executive Director
   14.22 Program Chairperson
   14.23 Conference Registrar Job Description
   14.24 Conference Exhibitor Chairperson Job Description
   14.25 Conference Floor Manager
   14.26 Meal Function Chairperson
   14.27 President’s Reception
   14.28 Photographer
   14.31 Conference Program Planning Roles & Responsibilities
   14.32 Executive Director & Assoc. Executive Director Check List