

CONSTITUTION AND BYLAWS OF THE CONTINUING EDUCATION ASSOCIATION OF NEW YORK, INC.

CONSTITUTION

Preamble

The Continuing Education Association of New York, Inc., dedicates itself to the promotion and support of quality programs of public continuing higher education in New York State. The Association serves as an advocate for the postsecondary adult learner and encourages the professional development of its members.

Article I: Name

The name of this organization shall be the Continuing Education Association of New York, Inc., hereafter referred to as the Association.

Article II: Purposes

The purposes for which this Association has been organized are as follows:

- a) To promote an exchange of information and ideas;
- b) To address problems confronting continuing education personnel and the adult learner;
- c) To strengthen lifelong learning programs;
- d) To encourage professional development among its members;
- e) To provide membership and constituents with information relative to the impact of the continuing education field;
- f) To support student persistence and completion through the continuing higher education ecosystem.

Article III: Membership

Qualifications for membership:

Section 1: Individual Membership

Individual membership shall be open to those employed or retired as deans, directors, professional continuing educators, community service/lifelong learning staff, and faculty of public higher education (CUNY, SUNY, or NYS Education Department).

Section 2: Institutional Membership

Institutional membership shall be limited to public colleges, universities, and their governing bodies (CUNY, SUNY, or NYS Education Department) in New York State.

Section 3: Associate-Individual Membership

Associate-Individual membership shall be open to those employed or retired as deans, directors, professional continuing educators, community service/lifelong learning staff, and faculty of institutions, agencies, or associations of higher education. Associate-Individual members are non-voting and may not hold elected office.

Section 4: Associate-Institutional Membership

Associate-Institutional membership shall be open to private not-for-profit and for-profit colleges, universities, and other organizations that offer programs related to the Association's mission. Associate-Institutional members are non-voting and may not hold elected office.

Section 5: Student Membership

Student membership is open to any individual currently registered at an institution of public higher education, who is not otherwise employed full time in the field of public higher education. Student members are non-voting and may not hold elected office.

Section 6: Honorary Membership

Individuals may be nominated and approved for Honorary membership by the Board of Directors. Such membership may be extended to persons currently active in, or retired from active participation in continuing education programs, or other individuals of distinction as determined by the Board of Directors. Honorary members are non-voting and may not hold elected office.

Honorary membership shall be for the life of the individual(s) so designated.

Section 7: Voting Eligibility

Only Individual and Institutional members shall vote and hold office.

Section 8: Membership Non-Transferable

Membership of any type is non-transferable.

Article IV: Officers and Board of Directors

Section 1: Officers

The Officers of the Association shall be the President, Vice President/President-Elect, the Secretary, and the Treasurer. They shall be elected at the annual meeting of the membership and shall hold office until their successors have been selected. In the case of the Vice President/President-Elect, the election to the Presidency shall be unnecessary as this person shall automatically assume that office upon termination of the term of the President.

Nominations for Vice President/President-Elect shall be limited to current and/or past members of the Board of Directors.

The overall term of office for the Vice President/President-Elect shall involve four years, two years as Vice President/President-Elect, and two years as President. The Treasurer and Secretary shall each hold a two-year term of office.

Section 2: Board of Directors

The Board of Directors shall be the governing board of the Association, responsible for the operation of the Association between annual meetings of the membership. The Board of Directors shall be comprised of voting and non-voting Directors. The voting Directors shall be the elected Officers and fifteen elected Directors. Five of the fifteen elected Directors shall be elected each year at the annual meeting of the membership, each to serve three-year terms. The non-voting Directors shall be the Chairpersons of Standing Committees, Regional Chairpersons, the Annual Conference Committee Chairperson, and other Representatives as approved by a majority of the elected Directors.

Nominations to the Board of Directors shall be limited to individuals who have held Individual or Institutional membership in the Association for a minimum of one year.

Section 3: Succession

In the event of the resignation of both the President and the Vice President/President-Elect, succession will take place as follows: The Secretary becomes President and completes the unexpired term of the President. The new President appoints a Vice President and Secretary with the approval of the Board of Directors. The Nominations Committee will arrange for a formal election of a new Secretary.

Article V: Committees

Section 1: Classes of Committees

There shall be two classes of committees, Standing and Special. The Standing committees shall be provided for in the Bylaws of the Association. Special committees may be created by the President of the Association as deemed desirable. The President shall be a non-voting member of committees.

Section 2: Standing Committees

Standing committees of the Association shall include: the Executive Committee; Regional Committees; the Committee of the Regions; Constitution and Bylaws; Finance; Advocacy and Resolutions; Membership, Communications and Engagement; Nominations; Recognition and Awards; and Professional Development.

Article VI: Meetings

There shall be an annual meeting of the membership, the time and place of which shall be fixed by the Board of Directors. The President shall be responsible for the development of plans for the annual meeting of the membership.

Article VII: Finances

The fiscal year shall begin on November 1 of each year. Dues shall be established and detailed in the Bylaws of the Association.

Article VIII: Bylaws, Amendments and Practices

Section 1: Bylaws

The Association shall establish Bylaws governing the routine activity of its Board of Directors, Officers and Committees. The Bylaws shall be adopted by a majority vote of the members of the Association at the annual meeting of the membership and may be amended or repealed by a similar vote at subsequent meetings.

The Board of Directors may adopt, amend or repeal any Bylaws subject to the vote of the members at the annual meeting of the membership. Any changes in the Bylaws initiated by the Board of Directors must be set forth in a notice to members before the next annual meeting of the membership, and the changes approved or rejected by vote at that meeting.

Section 2: Amendments to the Constitution

The Constitution may be amended by the affirmative vote of two-thirds of the members in attendance at any annual meeting of the membership of the Association provided that prior notice of the proposed amendment has been included in the notice of the meeting sent to all members. The Secretary of the Association shall notify the members of proposed amendments. The Secretary shall certify the list of members eligible to vote at such meetings.

Section 3: Rules of Order

On all matters not covered by the Constitution and Bylaws of the Association, practice and procedure shall follow Robert's Rules of Order, most recent edition.

Bylaws

Article I: Offices

The principal office of the Corporation, hereinafter referred to as the Association, shall reside at a location determined by the Board of Directors.

The Association may also have offices at such other places within or without this State as the Board of Directors may from time to time determine or the business of the Association may require.

Article II: Membership

Section 1: Classification of Membership

- a. Membership is for one year and may be either Individual, Institutional, Associate-Individual, Associate-Institutional or Student and may not be transferred. Honorary membership, is for the life of the individual(s) so designated, and not subject to dues payment.
- b. Membership (except Honorary) is contingent upon payment of dues.

Section 2: Privileges of Members

Members shall be entitled to attend all meetings of the Association, to receive reports and publications issued by the Association, and share equally in all other benefits which the Association may provide.

Only Individual or Institutional members shall be entitled to vote or be nominated for an elective office.

Section 3: Annual Meeting of the Membership

An annual meeting of the membership of the Association shall be held at the time and place designated by the Board of Directors and shall be considered as the official meeting date of the Association.

The Association at its annual meeting of the membership shall have full authority to determine plans, procedures, and regulations concerning any matter affecting the Association not otherwise provided in these Bylaws.

Members present at the Association's annual meeting shall constitute a quorum.

A membership roster showing the list of members as of the record date, certified by the Secretary of the Association, shall be produced at any meeting of members upon the request of any member who has given written notice to the Association that such request will be made

at least ten days prior to the meeting. All persons appearing as Individual or Institutional members on such membership roster shall be entitled to vote at the meeting.

Section 4: Special Meetings of the Membership

Special meetings of the membership may be called by a majority of the elected members of the Board of Directors. The Secretary shall send notice of such meeting to all members at their email addresses as they appear in the membership roster at least ten days but not more than fifty days before the scheduled date, time, place and purpose of the meeting and by whom called.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Members present at such meetings of the Association shall constitute a quorum.

Section 5: Action by Members without a Meeting

If special business should arise between meetings of the Board of Directors, or the annual meeting of the membership, which requires approval by the Board of Directors and/or the membership, the Board of Directors may use a mail or electronic ballot for such purposes. Directed by the President or Secretary of the Association, use of the mail or electronic ballot shall be limited to urgent issues requiring immediate Board and/or membership approval.

Members of the Association may petition the Board of Directors, through written or electronic notice to the President or Secretary of the Association, to consider an urgent issue that requires an action by vote without a meeting. Such petition must be approved and signed by a minimum of 30 voting members of the Association.

Section 6: Fixing Record Date

For the purpose of determining the members entitled to notice of or to vote at any meeting of members or any adjournment thereof, or to express consent to or dissent from any proposal without a meeting, or for the purpose of determining the members entitled to receive any distribution or any allotment of any rights, or for the purpose of any other action, the Board of Directors shall fix in advance a date for any such determination of members. Such date shall not be more than fifty nor less than ten days before any such meeting, nor more than fifty days prior to any other action.

Section 7: Proxies

Every member entitled to vote at a meeting of members or to express consent or dissent without a meeting may authorize another person or persons to act for him/her by proxy.

Every proxy must be signed by the member or attorney-in-fact. No proxy shall be valid

after the expiration of eleven months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law.

Section 8: Order of Business

The order of business at all Association meetings shall be determined by the President in consultation with the Board of Directors. The agenda will be considered adopted when the meeting is called to order, and shall constitute the order of business for the meeting unless the President by either majority vote or general consent of the Board of Directors may change the agenda. The following can be used to determine the order of business:

- Determination of quorum
- Approval of minutes
- President's Report
- Treasurer's Report
- Standing Committee Reports
- Special Committee Reports
- Old or unfinished business
- New business
- Adjournment

Section 9: Membership Dues

- A. Dues rate structure: Establishment of membership dues structure is the prerogative of the Board of Directors and may be determined by a majority vote of the Board of Directors at a meeting of that body at which quorum exists.
- B. Individual: An individual meeting the requirements of the Constitution is eligible to become a member of the Association and will pay Individual membership dues.
- C. Persons holding Honorary membership are exempt from paying Association dues. A special reduced rate shall be available for students.
- D. Institutional: A Level I institutional membership fee entitles up to ten representatives from the same institution to become members of the Association. A Level II institutional membership fee allows up to forty representatives from the same institution to become members of the Association.

- E. Associate-Individual: An individual meeting the requirements of the Constitution may become an Associate-Individual member of the Association. Associate-Individual members have all the rights and privileges of Individual membership except that they are non-voting and may not hold elected office.
- F. Associate-Institutional: An institution meeting the requirements of the Constitution may become an Associate-Institutional member. Associate-Institutional membership allows up to twenty representatives from the same institution or organization to become members of the Association. Associate-Institutional members are non-voting and may not hold elected office.

Article III: Officers

Section 1: Offices, Election, Term

At the annual meeting of the membership of the Association, the membership shall elect a President, Vice President/President-Elect, a Secretary, and a Treasurer, and such other officers as it may determine who shall have such duties, powers and functions as hereinafter provided. All officers shall be elected or appointed to serve two consecutive years, with the exception of the Immediate Past President, who shall have the option to remain on the Board of Directors for one year as a non-voting member. Each officer shall hold office for the term for which they are elected or appointed and until their successor has been elected or appointed and qualified.

Section 2: President

The President shall be the chief executive officer of the Association. The President shall preside at all meetings of members and of the Board of Directors. The President shall be responsible for the general management of the affairs of the Association and see that all orders and resolutions of the Board of Directors are carried into effect. The President, as official signatory of the Association, shall sign and execute all contracts in the name of the Association.

Section 3: Vice President/President-Elect

During the absence or disability of the President, the Vice President/President-Elect shall have all the powers and functions of the President. The Vice President/President-Elect shall perform such other duties as the Board of Directors shall prescribe.

Section 4: Treasurer

The Treasurer shall have the care and custody of all funds and securities of the Association and shall deposit said funds in the name of the Association in such bank or trust company as the Directors may elect. The Treasurer shall also sign all checks, drafts, notes, and orders for payment of money, which shall be duly authorized by the Board of Directors.

The Treasurer shall at all reasonable times exhibit their books and accounts to any member of the Association upon request. At the end of each corporate year, the Treasurer shall have an audit of the accounts of the Association made by the Association's tax service provider. The Treasurer shall also present an annual report setting forth in full the financial conditions of the Association.

Section 5: Secretary

The Secretary shall keep the minutes of the Board of Directors and also the minutes of the Business Meeting conducted at the annual meeting of the membership. The Secretary shall attend to the giving and serving of all notices of the Association and shall have charge of such documents as the Board of Directors may direct. The Secretary shall attend to such correspondence as may be assigned to them and perform all duties incidental to their office. The Secretary shall maintain a membership roster containing the names and contact information of all persons who are current members of the Association.

Section 6: Sureties and Bonds

In case the Board of Directors shall so require, any officer or agent of the Association shall execute to the Association a bond in each sum and with such surety or sureties as the Board of Directors may direct, conditioned upon the faithful performance of their duties to the Association and including responsibility for negligence and for the accounting for all property, funds, or securities of the Association which may come into their hands.

Section 7: Insurance

The Association will maintain Directors and Officers (D & O) Insurance, General Liability Insurance and other insurance policies to protect against additional liabilities as deemed necessary by the Board of Directors. The amount and scope of coverage will be reviewed by the Executive Committee prior to the time of policy renewals or purchase.

Article IV: Directors

Section 1: Management of the Association

The Association shall be managed by a Board of Directors which shall consist of not less than five elected Directors.

Section 2: Board of Directors

The Board of Directors shall consist of the elected Officers and Directors of the Association, the Chairpersons of the Standing Committees, the Regional Chairs, the Annual Conference Committee Chair, and other Representatives. The Board of Directors shall serve as an interim governing Board between annual meetings of the membership, shall fill any vacancies that may occur among the Officers, and shall perform other duties that may be prescribed by the Association. All decisions affecting policy shall be subject to review by the

membership. The Board of Directors shall meet upon the call of the President or upon the written or electronic request of a majority of elected members, but in no instance shall the Board of Directors meet less than three times per year.

Section 3: Removal from Board of Directors

Each voting Director of the Board of Directors must attend a minimum of three scheduled Board of Directors Meetings in their entirety each year in person. If unable to do so, such Director shall be notified of their status by the President, as well as be informed that they may be removed from the Board of Directors. Other reasons for removal include, but are not limited to: conflicts of interest resulting from misusing the Board position; unethical behavior and any illegal activity; and behavior reflecting poorly on the Association as deemed by the Board of Directors. Removal of a Director shall be by a two-thirds majority vote of the Board of Directors.

Section 4: Resignation

A member of the Board of Directors resigns by giving written notice to the President. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the President.

Section 5: Increase or Decrease in Number of Directors

The number of Directors may be increased or decreased by vote of the membership or by a vote of a majority of all the Directors. No increase in the number of Directors shall shorten the term of any incumbent Director.

Section 6: Newly Created Directorships

Newly created directorships resulting in an increase in the number of Directors, or vacancies occurring on the Board of Directors for any reason except the removal of Directors, may be filled by a vote of the majority of the Directors then in office, even though less than a quorum exists, unless otherwise provided in the Certificate of Incorporation.

Section 7: Vacancies

Vacancies occurring by reason of the removal of Directors and new Directorships shall be filled by a two-thirds majority vote of the Board of Directors. A Director elected to fill a vacancy shall be elected to said position for the unexpired term of his/her predecessor.

Section 8: Other Representatives

Other Representatives shall be defined, determined, and selected by a majority of voting Directors for the overall good of the Association. Upon approval by the Board of Directors, the President shall appoint the designated representative to serve as a non-voting Director, for a term of one year.

Section 9: Quorum

Unless otherwise provided in the Certificate of Incorporation, a majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business of any specified item of business.

Section 10: Action of the Board of Directors

Unless otherwise required by law, the vote of a majority of the voting members present at the time of the vote, if a quorum is present at such time, shall be an act of the Board of Directors. Each voting member present shall have one vote.

Section 11: Place and Time of Board of Directors Meetings

The place and time of meetings of the Board of Directors shall be established by the President upon consultation with the Board of Directors.

Section 12: Notice of Meetings of the Board of Directors

The Secretary of the Association shall communicate to all members of the Board of Directors in writing or electronically at least seven days prior to a regular meeting of the Board of Directors. Special meetings shall be called by the President or the Secretary of the Association, or electronic request of three elected Directors upon three days' notice to each elected Director either personally or electronically. .

Section 13: Adjournment

A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the elected Board of Directors present. The meeting may later reconvene at a specific time and place as shall be determined by the President of the Association. At such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting that was adjourned.

Section 14: Chairperson

At all meetings of the Board of Directors, the President or in their absence, the Vice President/President-Elect, shall preside.

Section 15: Committees of the Board of Directors

The Board of Directors, by resolution adopted by a majority of the entire Board of Directors, may designate from among its members committees. Each such committee shall serve at the pleasure of the Board of Directors.

Article V: Committees

There shall be two classes of committees, (A) Standing and (B) Special. Standing committees shall be those which are constituted to operate for an indefinite period. Special committees shall be those which are appointed for a specific purpose. The President shall appoint all members of Special and Standing committees, shall fill vacancies on such committees, and may appoint alternates thereon. An effort should be made to provide overlapping tenure of membership on Standing committees in order to insure continuity of purpose.

Section 1: Standing Committees

A. Executive Committee

The Executive Committee consists of the President, Vice President/President-Elect, Secretary, Treasurer, and any other member the President chooses to appoint, and can act on behalf of the Board of Directors on routine and emergency business between regularly scheduled meetings.

B. Nominations Committee

The specific role and activities of the Nominations Committee shall be as prescribed in the following guidelines:

- a. Prepare a slate of nominations for the positions of Vice President/President- Elect, Secretary and Treasurer to be presented at the annual meeting of the Association;
- b. Recommend individuals of the membership to fill vacancies occurring on the Board of Directors (potential members of the Board of Directors must have been active members of the Association for at least one year);
- c. Recommend to the President of the Association the names of individuals to serve on the Standing committees; and
- d. Make recommendations to the Board of Directors regarding such terms of office, presidential succession, and other topics affecting the Nominations Committee.

C. Recognition and Awards Committee

The specific role and activities of this Committee are as follows:

- a. Submission of Award Recommendations: Any member of the Association may submit recommendations for honors or awards to be presented to recognize individuals and/or institutions who/which may or may not be members of the Association. Awards/Honors may include, but are not limited to: Charles A. (Chuck) Burns Outstanding Adult Student; Dr. James C. Hall, Jr. Exemplary Program Awards; Recognition Awards; Emeritus Honor; Past President; and Certificate of Appreciation.

- b. Procedure for Consideration of Awards or Honors: All recommendations submitted for consideration of awards or honors must be approved by a majority of the members of the Resolutions and Awards Committee. If a new award or honor is recommended for adoption by the Association, it must be approved by a majority of the membership of the Association.
- c. Establishing Criteria for Specific Awards or Honors: Criteria for specific awards or honors will be determined by the Awards Committee at the time that such an award or honor is established. Recommendations for such criteria are requested in writing or electronically from the individual(s) submitting a proposal for such.

D. Constitution and Bylaws Committee

The Constitution and Bylaws Committee. Committee reviews and makes recommendations for revisions to the Constitution or Bylaws. Such changes are submitted to the Board of Directors for review and approval by the membership.

E. Advocacy and Resolutions Committee

a. Advocacy

The committee keeps the Board of Directors and membership informed about continuing education matters on national, state and local levels. The purpose of the Committee is to promote membership understanding of the State University, the City University, the State Education Department, the state legislature, the Governor's Office, and other participants in the budget/legislation process. In addition, the Committee will:

- i. Disseminate information regarding issues, challenges and pending state and federal legislation that may impact continuing adult higher education.
- ii. Assist members wishing to become advocates for continuing education.
- iii. Maintain liaison with State Education Department, State University, and City University, as well as appropriate federal and state legislative staffs regarding issues of concern to adult and continuing education.
- iv. Promote lifelong learning by recommending ways that the Association can highlight the successes of continuing education programs and encourage the Governor, legislature, and other state officials to support lifelong learning by their actions.

b. Resolutions

The committee reviews all resolutions and has authority to recommend, reject, or

amend all such resolutions prior to the referral to the Board of Directors. To be considered by the Association, resolutions shall address concerns within the scope of Association activities as defined in the Constitution and Bylaws.

- i. Resolutions submitted for consideration might relate to:
 1. Acknowledgement of achievements within and/or outside the field of public continuing higher education;
 2. Plans, policies, legislation and general direction of the field of public higher education in or outside the New York State which would impact upon the members of the Association and/or their respective institutions; or
 3. Other areas that generally relate to the Association or its membership as deemed appropriate by the Advocacy and Resolutions Committee and Board of Directors.
- ii. Submission of Recommendations for Resolutions: Resolutions may be submitted by any member of the Association to the Chairperson of the Advocacy and Resolutions Committee and/or the Executive Committee. All resolutions must be submitted in writing or electronically. Requests to be considered should include the following:
 1. The formal resolution
 2. Information on how the issue impacts the Association
 3. Pros and cons of the position as well as the consequences to the Association
 4. How the position aligns with the core purpose and strategic priorities of the Association
- iii. Procedure for Consideration of Resolutions: All resolutions submitted for consideration by the Association must receive majority approval by members of the Advocacy and Resolutions Committee and the Board of Directors before submission to the membership for approval.
- iv. Balloting at the Annual Meeting or Special Meeting of the Membership: Approval of a resolution at a membership meeting, where the membership is notified in advance of the meeting date, will require a majority of those members present at the meeting to approve the resolution.
- v. Balloting by Mail or Electronic Ballot: Approval of resolutions by the membership will require a majority vote of the members at the time the balloting is conducted by mail or electronically.

F. Membership, Communications and Engagement Committee

The role and activities of Membership, Communications and Engagement Committee are to contact past members and potential members eligible for membership in CEANY to encourage participation; to prepare membership information to increase CEANY membership; to maintain an active membership list; promote membership renewals, and assist with collecting fees when needed.

Additionally, the Membership, Communications and Engagement Committee will develop the Association communication plan; recommend policies and procedures regarding promotion of the Association and assist in the coordination of their creation and distribution; develop and disseminate news releases and other documents for public consumption; and assist other committees in their efforts related to membership engagement.

G. Professional Development Committee

The specific role and activities of this Committee will be:

- a. Actively contribute to professional development activities for CEANY members through the annual conference and regional conferences;
- b. Provide professional development workshops and for members and other continuing education educators across the state;
- c. Help promote and introduce "State of the Art" ideas and knowledge that will lead to improved continuing education programs in New York State; and
- d. Create better awareness of the critical need for ongoing professional development for continuing education practitioners.

H. Regional Committees

There shall be Regional Committees as designated by the Board of Directors. The Regional Committees shall undertake any and all activities necessary for the good and welfare of the Association as assigned by the Board of Directors. Such activities shall include the planning and implementation of regional conferences, in cooperation with the Chairperson of the Committee of the Regions and the Board of Directors.

Upon recommendation by the Nominations Committee, the President shall appoint Regional Chairpersons who shall serve as non-voting members of the Board of Directors. Regional Chairpersons shall serve for a term of one year.

I. Committee of the Regions

The Committee of the Regions shall consist of the Chairperson from each of the

designated regions and the Vice President/President-Elect. The Vice President/President-Elect shall serve as the Chairperson of this Committee.

The Committee shall coordinate and design annual regional conferences in consultation with the Board of Directors. It shall establish times, dates, logistics and facilitate agenda items for discussion.

The Committee shall recruit new members to the Association and will assist in the award ceremonies at the annual conference.

J. Finance Committee

The Finance Committee is comprised of the Officers of the Association. This committee shall assist the Treasurer in making budgetary and financial decisions that are in keeping with the Association's goals and objectives for each year. Specifically, the Finance Committee shall assist the Treasurer as follows:

- a. Sets meeting dates;
- b. Establishes a projected budget for each fiscal year in consultation with the Board of Directors;
- c. Reviews end-of-year revenue and expenditures;
- d. Recommends budgetary adjustments as appropriate; and
- e. Reviews findings and recommendations from tax preparer regarding audit documentation; and
- f. Provides quarterly and year-end reports to the Board of Directors.

Section 2: Special Committees

- A. Annual Conference Committee – established each year to develop and coordinate the program for the Association's annual meeting of the membership.
- B. Other – as deemed necessary and appointed by the President, who will charge the committee and specify its length of operation.

Article VI: Archives

The Archivist shall be responsible for the collection, organization, preservation and dissemination, as appropriate, of all historically significant documents, records, and memorabilia of the Association. The Archivist is appointed by the President.

Article VII: Fiscal Year

The fiscal year of the Association shall extend from November 1 – October 31.

Article VIII: Construction

If there be any conflict between the provisions of the Certificate of Incorporation and these Bylaws, the provision of the Certificate of Incorporation shall govern. The official publication of the Constitution and Bylaws of the Association shall reside in the Office of the President.

Article IX: Effective Date

The provisions of these rules shall become effective upon the adoption by a two-thirds vote of the membership present at the annual Business Meeting.

Current Status of this Document

The Constitution and Bylaws of the Continuing Education Association of New York, Inc. as embodied in this document were approved unanimously by the membership at the November 8, 2018 Business Meeting held in Saratoga Springs, New York and shall be considered current and in effect as of this date. All other editions shall be considered as void.