

# THE ASSOCIATION OF PUBLIC HISTORIANS OF NEW YORK STATE



## BY-LAWS

### ARTICLE I

#### Name

The name of this association shall be the Association of Public Historians of New York State, incorporated by the New York State Board of Regents.

### ARTICLE II

#### Purpose

The purpose of this Association shall be:

- a. to promote and encourage a greater understanding of the history of New York State and its local jurisdictions,
- b. to promote and encourage the work of the officially appointed local government historians in New York State and its legal jurisdictions,
- c. to support and encourage the Office of the State Historian,
- d. to foster a spirit of cooperation and collegiality among all public historians in New York State.

### ARTICLE III

#### Membership

Section 1. Membership shall be of two classes:

1. Individual – Any officially appointed village, town, community board (in borough only) city, or county historian and their officially appointed deputies.
2. Affiliate – Any cultural agency, educational institution, corporation, or individual interested in New York State history and the work of the public historians of New York State. Affiliate members shall be non-voting and shall not hold office. Affiliate members can sit on committees, however they cannot be the chairperson of a committee.

Section 2. The annual dues shall be set by the Board of Trustees which shall be payable in advance on or before the first of each year to the APHNYS Office. The Chair of the Membership Committee shall notify members whose dues are six months in arrears.

## **ARTICLE IV**

### **Officers**

- Section 1. The officers of the Association shall be a President, a 1st Vice-President, a 2nd Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Association (***Robert's Rules of Order, current edition***).
- Section 2. There shall be eight trustees, four each elected in successive years for two-year terms. Terms of a trustee shall begin January 1<sup>st</sup> of the net calendar year after the trustee is elected.
- Section 3. The officers shall be elected to serve a term of two years, and their term shall begin January 1<sup>st</sup> of the next calendar year after the officer is elected.
- Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than three consecutive terms in the same office.
- Section 5. There shall be an Advisory Council composed of six members to consist of the New York State Historian, the immediate past president and four members to be appointed by the President. Council members shall serve for two years.
- Section 6. The President shall appoint an archivist whose duties shall be management and preservation of the records of the organization.
- Section 7. Any vacancy during the term of an officer or trustee shall be filled by the appointment by the President upon approval by the Board of Trustees.

## **ARTICLE V**

### **Meetings**

- Section 1. The Association shall hold at least one statewide meeting each year.
- Section 2. The annual meeting shall be held each year in the fall for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- Section 3. Special meetings may be called by the President or by the Board of Trustees and shall be called upon the written request of fifty members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven days' notice shall be given.
- Section 4. Fifteen members of the Association shall constitute a quorum.

## **ARTICLE VI**

### **Board of Trustees**

- Section 1. The Board of Trustees shall consist of the Trustees and the officers of the Association.
- Section 2. The Board of Trustees shall have the general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with actions taken by the Association.
- Section 3. Unless otherwise ordered by the Board, a meeting of the Board of Trustees shall be held during the statewide meeting of the Association. Special meetings of the Board may be called by the President or upon written request of three members of the Board.

## **ARTICLE VII**

### **Committees**

- Section 1. The President of the Association shall name at the beginning of his/her term five members widely representative of each category of historian, who shall serve as the Nominating Committee. It shall be the duty of this committee to nominate candidates for the offices. The Nominating Committee shall report to the membership at the annual meeting. Additional nominees from the floor shall be permitted.
- Section 2. A Finance Committee composed of the Treasurer, and four other members, (one of whom shall serve as Deputy Treasurer), shall be appointed by the President. It shall be the duty of the committee to prepare a budget and to submit it to the Association. The Finance Committee may from time-to- time submit amendments to the budget for the current fiscal year, which may be adopted by the Board of Trustees by a majority vote.
- Section 3. A Membership Committee will be made up of twelve regional coordinators. The President will appoint a chairperson of the committee. It shall be the duty of this committee to monitor and encourage membership. The committee shall develop a recruiting plan of membership and report on its progress.
- Section 4. A Program Committee of five members shall be appointed by the President whose duty it shall be to review the planning of the regular programs and conference agendas of the Association. These members shall consist of an appointed board member(s), the county or other local historian in whose county the conference is being held, and other members deemed necessary by the President. The county or local historian of hosting county shall be the chairperson of the Program Committee. This committee shall report to the Board of Trustees.

- Section 5. An Audit Committee consisting of one chairperson and two members shall be appointed by the President, whose duty it shall be to audit the Treasurer's accounts at the close of the preceding fiscal year. No members of the Finance Committee can be on the Audit Committee.
- Section 6. A Legislative Committee, consisting of a chairperson and two members, shall be appointed by the President promptly after he or she takes office.
- Section 7. Such other committees, standing or special, shall be appointed by the President of the Association or the Board of Trustees from time-to-time deemed necessary to carry on the work of the Association. The President shall be an ex-officio member of all committees except the Nominating Committee.

## **ARTICLE VIII Regions**

In order to promote the spread of information and material among the members of the Association, the state shall be fixed into twelve regions.

Section 1. The boundaries of these regions will be as follows:

**Region 1: Metro** – Bronx, Kings, New York, Queens, and Richmond Counties

**Region 2: Long Island** – Nassau and Suffolk Counties

**Region 3: Lower Hudson** – Dutchess, Orange, Putnam, Rockland, and Westchester Counties

**Region 4: Catskill** – Columbia, Delaware, Green, Sullivan, and Ulster Counties

**Region 5: Capital** – Albany, Rensselaer, Saratoga, Schenectady, Warren, and Washington Counties

**Region 6: North Country** – Clinton, Essex, Franklin, Hamilton, and St. Lawrence Counties

**Region 7: Mohawk Valley** – Fulton, Montgomery, Herkimer, Oneida, Otsego, and Schoharie Counties

**Region 8: Lake Ontario** – Jefferson, Lewis, and Oswego Counties

**Region 9: Central** – Cayuga, Cortland, Madison, and Onondaga Counties

**Region 10: Southern Tier** – Broome, Chemung, Chenango, Schuyler, Tioga, and Tompkins Counties

**Region 11: Genesee Country** – Monroe, Ontario, Seneca, Steuben, Wayne, and Yates Counties

**Region 12: Niagara Frontier** – Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Livingston, Niagara, Orleans, and Wyoming Counties.

- Section 2. In each region there shall be a Regional Coordinator and Deputy Regional Coordinator, who shall be members of the organization and approved upon the recommendation of the President. Vacancies may be filled by action of the Board at special meetings, in addition to regular Board meetings.
- Section 3. The Regional Coordinator and Deputy Regional Coordinator shall hold at least one regional meeting per membership year, assemble programs, workshops, and act as liaisons between APHNYS and its members within the regions.
- Section 4. The Regional Coordinators and Deputy Regional Coordinators shall not collect any dues from attending members, but shall be able to collect a registration fee to cover expenses of their regional meetings and abide by the Financial Policy & Procedures as set forth by APHNYS.

## **ARTICLE IX Compliance**

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable out-of-pocket expenses may be paid for services rendered to or for the organization), and no member, trustee, or officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

## **ARTICLE X Influence**

- Section 1. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code 501 (h)) or participating in, intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates to public office.
- Section 2. The Board of Trustees shall annually designate those organizations with whom it shall affiliate, and dues shall be paid accordingly.

## **ARTICLE XI Publications**

- Section 1. In order to sponsor the spread of information and communications among public historians, the Association will produce a newsletter to be sent four times a year electronically or by other means to all members of the Association. The newsletter will be posted on the APHNYS website.
- Section 2. As the need arises, other educational publications in the form of books, pamphlets, posters, web sites and other electronic media may be produced upon the approval of the Board of Trustees.

## **ARTICLE XII Parliamentary Authority**

The rules contained in *Robert's Rules of Order, current edition* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the Association may adopt.

## **ARTICLE XIII Amendment of By-Laws**

These By-Laws may be amended at either regular meeting of the Association by a two-thirds vote of those present, provided that the amendment has been submitted in writing to the membership at least 30 days in advance.

## **ARTICLE IV Dissolution**

In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provision of any subsequent Federal tax laws, or to the Federal government of State of local government or a public purpose, subject to the approval of the New York State Board of Regents.

Adopted 1999  
Amended September 2000  
Amended September 2004  
Amended October 2007  
Amended April 2009  
Amended September 2019