

Constitution Committee
FINAL DRAFT READY FOR MEMBER REVIEW
Feb. 15th , 2010

**New York State Driver and Traffic Safety Education
Association**

**CONSTITUTION
&
BY-LAWS**

PREAMBLE

Members of this profession have formed an association because they have common interests and backgrounds. No characteristic of a professional person is more marked than his or her pride belonging and participating in a fellowship of service for the general welfare. This professional association is voluntary, independent, and self-governing. It gives expression to the solidarity of the profession and performs services that cannot be performed by individuals alone. Its quality rests upon the devoted and thoughtful service of their leaders.

The goals of this professional organization are to:

- improve the competencies of its members;
- establish and maintain ethical standards;
- promote group solidarity of driver educators; and
- promote acceptance and public support for the profession.

TABLE of CONTENTS

PREAMBLE	1
ARTICLE I: NAME	3
ARTICLE II: PURPOSE	3
ARTICLE III: MEMBERSHIP	3
ARTICLE IV: OFFICERS	4
ARTICLE V: BOARD of DIRECTORS	5
ARTICLE VI: ELECTIONS	6
ARTICLE VII: FINANCES	7
ARTICLE VIII: AMENDMENTS	7
ARTICLE IX: REGISTRATION RENEWAL	8
ARTICLE X: DISSOLUTION CLAUSE	9

BY-LAWS

1.0 ROBERT'S RULES of ORDER	10
2.0 DUTIES and RESPONSIBILITIES of ELECTED OFFICERS	10
3.0 BOARD of DIRECTORS	11
4.0 LIAISON MEMBERS	11
5.0 MEETINGS	11
6.0 DUTIES of OFFICERS	12
7.0 DUTIES and RESPONSIBILITIES of REGIONAL DIRECTORS	12
8.0 APPOINTEES	13
9.0 STANDING COMMITTEES	13
10.0 SUSPENSION and/or EXPULSION of MEMBER(S) and IMPEACHMENT	16
11.0 ANTI-DISCRIMINATION POLICY	17
12.0 ANTI-HARASSMENT POLICY	17

Article I: NAME

1.1 The name of the organization shall be:

New York State Driver and Traffic Safety Education Association.

1.2 This organization may be referred to as NYSDTSEA but will do business as the full name of the Association.

Article II: PURPOSE

2.1 This association is organized exclusively for educational and charitable purposes in the following particulars and in no way shall these purposes be construed to permit commercial or profit-making objectives:

- To improve and upgrade the teaching by high school and college teachers of Driver and Traffic Safety Education in the high schools and colleges of New York State.
- To promote research which attempts to solve the problems associated with traffic safety and publish the information for use in high school and college driver education programs by high school and college teachers.
- To cooperate with other agencies which are concerned with traffic safety and driver education in the high schools and colleges of New York State.
- To provide an alliance for all high school and college teachers of traffic safety and driver education to promote the above purposes.
- To speak as an unified voice of Driver and Traffic Safety Education Professionals
- To seek out any and/or all governmental and non-governmental agencies, groups, and organizations for their expertise.

Article III: MEMBERSHIP

3.1 Membership Categories

Membership in NYSDTSEA will consist of Professional, Associate, Corporate, College/University Student, Retiree, and Honorary individuals and/or organizations and/or companies whose primary focus is on training the young driver. Fee for each membership category is to be set annually by the Board of Directors.

3.2 Professional Membership

Any person who is currently a NYS teacher with MV 283 Driver Education Teacher Approval for public, non-public high school, BOCES or college is eligible for a 1-year Professional Membership.

3.3 Associate Membership

Associate members shall include all persons interested in Driver and Traffic Safety Education, any non-certified Driver and Traffic Safety individuals, administrators, police, coordinators, government officials, parents, health and safety advocates, plus any one whose activities are specifically related to Driver Education.

3.4 Corporate Membership

Corporate Members shall be those individuals or organizations that wish to support the purposes of the Association. Granting of a Corporate Membership shall in no way bind this Association to support or participate in projects or undertakings of said Corporation.

3.5 College/University Student Membership

Any college student currently studying in the field of driver and traffic safety education is eligible for Student Membership.

3.6 Retiree Membership

This membership is for teachers who are retired but were but are not currently working as a MV 283 approved Driver Education teacher.

3.7 Honorary Membership

These free, non-voting, lifetime memberships are granted to individuals and/or organizations by the Board of Directors who have demonstrated outstanding service and/or contributions in Driver and Traffic Safety Education. Individuals and/or companies can only be nominated by the Board of Directors and approved by the Professional Membership at the Annual Conference.

3.8 Voting Members

Each Professional Member and/or Retiree Member shall be entitled to one vote on every issue brought before the general membership. Associate, student, and corporate members do not have voting rights on matters that go before the general membership but can support the Association's goals.

3.9 Membership Application

Each new member applying for membership in the Association shall file an application with the membership chairperson. Membership form is found on the homepage of www.NYSDTSEA.org web site.

3.10 Current Membership

A member who has not paid their annual dues and filed an application prior to the annual meeting shall be ineligible to vote. Membership is from January 1st through December 31st.

3.11 Members in Good Standing

Only members in "Good Standing" may hold elected and/or appointed positions. To be considered in "Good Standing", a member must be current with their dues, participate in the committees assigned, not to have been deemed inactive and/or be suspended and/or impeached.

Article IV: OFFICERS

4.1 Executive Committee

The elected officers of this Association shall be a President, Vice-President, Secretary, and Treasurer. They shall be known as: the Executive Committee. Their terms of office shall be for one (1) year, and shall begin on Sunday after the Annual business meeting and Conference.

4.2 Responsibilities of the Executive Committee

These elected officers shall conduct the day-to-day operations of this association unless otherwise directed by resolution(s) of the Board of Directors.

4.3 Duties of Executive Committee

- 4.3.1 Recommend policies to Board of Directors and perform other duties necessary for efficient administration of Association.
- 4.3.2 Review and evaluate work of Standing Committees, and keep Association members informed of such work.
- 4.3.3 Act on emergency measures affecting Association between Board meetings.
- 4.3.4 Prepare annual budget.
- 4.3.5 Call special meetings of the Association, if needed.
- 4.3.6 Recommend sites and dates for annual meetings.
- 4.3.7 Advise the President on Association matters, especially work of committees.
- 4.3.8 Promote cooperation or develop liaison with other organizations or governmental agencies with traffic safety responsibilities.
- 4.3.9 Provide assistance to Standing Committee chairperson

Article V: BOARD of DIRECTORS

5.1 Board of Directors

The affairs of the Association shall be managed by the Board of Directors which shall consist of the President, Vice-President, Secretary, Treasurer; one Past- President; a Regional Director from each of the NYSDTSEA regions; one representative from the Corporate membership, and one representative from the Associate membership. Each member of the Board shall have one (1) vote on all matters brought before the Board.

5.2 BOARD OF DIRECTORS MEMBERS

5.2.1 OFFICERS

- 5.2.1.1 President
- 5.2.1.2 Vice President
- 5.2.1.3 Secretary
- 5.2.1.4 Treasurer

5.2.2 LIAISON MEMBERS

- 5.2.2.1 Associate Representative
- 5.2.2.2 Corporate Representative

5.2.3 PAST PRESIDENT REPRESENTATIVE

5.3 Responsibilities of Board of Directors

The Board of Directors shall:

- 5.3.1 - formulate and approve the policies for the Association,
- 5.3.2 be the custodian of the property of the Association,
- 5.3.3 - have the power to make contracts,
- 5.3.4 - set the membership dues and annual fees for members at the Annual Conference.
- 5.3.5 - make appointments for any vacated office(s) until the next election, and
- 5.3.6 - perform such other duties as may be necessary for the efficient functioning of the Association.

5.4 Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of any business at any meeting of the board. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except where otherwise provided by law or by the Association's by-laws.

5.5 Board of Directors Annual Meeting

The Board of Directors shall hold an annual meeting during the time and place of the Annual Conference.

5.6 Regional Directors

The State of New York State shall be divided into regions, the number and boundaries of each region to be determined by the Board of Directors. A regional director shall be elected or appointed from each region to serve for a period of two years, beginning at the annual Conference. The term of one-half of the regional directors shall expire each year. Each regional director shall be responsible for membership and workshops in his/her region and shall serve on the Membership Committee of the Association

5.6.1 REGIONAL DIRECTORS

- H. Western
- I. Southern Tier
- J. Mohawk
- K. Greater Finger Lake
- L. Central
- M. St. Lawrence
- N. Capitol
- O. Tri County
- P. Mid Hudson
- Q. Lower Hudson
- R. Suffolk
- S. Nassau
- T. Other Regions TBD based on membership/location of Regions

5.7

A Representative from Past Presidents shall be elected or appointed to serve for a period of one year, beginning at the annual Conference.

- 5.8 A Representative from the Corporate Membership and one representative from the Associate membership shall be elected or appointed by their membership to serve for a period of one year, beginning at the annual Conference.

Article VI: ELECTIONS

6.1 Soliciting Candidates

The Executive Committee shall appoint a Nominating Committee of up to five members whose function shall be to solicit candidates for the elective offices.

6.2 Election of Officers

The election of officers shall be held at the Annual Conference.

6.3 Candidates of Regional Directorships

All candidates for Regional directorships shall be conducted at the local level, be a member of that Region, and the candidate must be in good standing.

6.4 Nomination of Candidates

The names of candidates running for officer positions shall be presented to the membership on the NYSDTSEA web site by the Nominating Committee. Nominations shall be accepted until close of nominations 30 days prior to elections.

6.5 Election of Regional Directors

The election of Regional Directors shall be held at the end of each term, in each region, during regional workshops. The Executive Committee shall appoint a regional director from those regions that fail to hold an election before elections at the Annual Conference.

6.6 Members Eligible to Vote

Only Professional and Retiree members, SED/DMV #283 certified/authorized Driver and Traffic Safety Education Teachers will be considered voting members for matters going before the general membership.

6.7 Election Voting Ballots

Association officers shall be elected by Secret Ballot at the annual business meeting held at the annual Conference. Members not attending the annual meeting may request from the nominating committee an absentee ballot for tabulation at this meeting. The request form, posted on the Association's web site should be sent to the address on record and per directions of the election committee. An absentee ballot will be sent either by mail or electronically, per the request of the member and must be postmarked or electronically posted not less than one week before the election held at the annual business meeting.

6.8 Tabulation of Elected offices

The candidate for each elected office receiving the plurality of votes will be determined elected.

Article VII: FINANCES

7.1 Fiscal Year

The fiscal year for this association shall begin January 1st to December 31st of the following year of any given year.

7.2 Dues Structure

The authority to set the dues of the association shall rest with the Board of Directors.

7.2.1 It shall require a majority vote of the Board of Directors to change the dues amount.

7.2.2 The previous established dues shall remain in force if a majority cannot agree on a dues revision.

7.2.3 The dues structure will be reviewed on an annual basis but no change will occur during the fiscal year of the vote.

7.2.4 All dues structure revisions shall be instituted in the membership year following the vote.

7.2.5 The Board of Directors will determine the annual fee for corporate members annually.

7.3 Fiscal Authority

The treasurer shall pay all budgeted line item bills upon receipt, all other bills will be paid upon authorization of the Executive Committee.

7.4 Audit Authority

A week before the annual meeting, the president shall appoint an Auditing Committee of three members who shall review the accounts of the treasurer and shall present a written report to the Association and be accepted during the annual business meeting at the Conference.

Article VIII: AMENDMENTS

This Constitution and the By-Laws may be amended by a two-thirds vote of the voting members present at any annual business meeting or by a two-thirds voting membership voting by mail ballot, provided a copy of such amendment has been sent to each member at least thirty (30) days before the date the vote is taken.

Article IX: REGISTRATION RENEWAL

All memberships shall be from January 1st to December 31st of any given year. Renewal forms shall be sent to all members by October 1st.

Article X: DISSOLUTION CLAUSE

Upon the dissolution of this organization, the Board of Directors shall, after paying or making provision for the payment of all its liabilities exclusively for the purpose of the organization in such manner, under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954 (or the corresponding provision of any future law), as the Board of Directors shall determine. Any such assets not so disposed of, shall be disposed of by an unanimous vote of the Board of Directors.

BY-LAWS

1.0 ROBERT'S RULES of ORDER

The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the deliberations and proceedings of the Association subject only to the special rules which have been or may be established by the Constitution and/or its By-Laws.

2.0 DUTIES and RESPONSIBILITIES of ELECTED OFFICERS (aka: Executive Committee)

Officers shall be elected for a term of one year, beginning the Sunday after the Association's election and terminating one year later after the election for the next year.

2.1 President

The President shall:

- 2.1.1 in general, supervise and control all of the business and affairs of the association and preside at all meetings of the association.
- 2.1.2 appoint a minimum of three members to each standing committee with the advice and approval of the Board of Directors.
- 2.1.3 be authorized to appoint any elected office that has become vacant during their term with the advice and approval of the Board of Directors.
- 2.1.4 appoint the Conference Chairman, subject to the approval of the Board of Directors.
- 2.1.5 be authorized to appoint any other committees, appointees or advisors which may be deemed needed by the association with the approval of the Board of Directors.
- 2.1.6 prepare an agenda for each official meeting of the Association, Board of Directors, and Executive Committee.
- 2.1.7. if necessary call special meetings of the Board with a minimum of seven days notification.
- 2.1.8 if necessary invite certain non-board members to serve as consultants to the Executive Committee.
- 2.1.9 provide to NYSDTSEA web master and Front View Newsletter Editor for publication information on the association business.
- 2.1.10 prepare and give an oral report of the status of the Association at the annual meeting. A written report will appear on the website of NYSDTSEA/Front View Newsletter.

2.2 Vice-President

The Vice-President shall:

- 2.2.1 Assist the President in the performance of the duties of that office and assume those duties in the event of absence or disability or if the President is unable to complete his/her term of the Presidency.
- 2.2.2 Aid the President in serving as an ex-officio member of all committees.
- 2.2.3 Attend all meetings of the Executive Committee and the Board of Directors
- 2.2.4 Make progress reports to Executive Committee.

2.3 Secretary

The Secretary shall:

- 2.3.1 be the custodian of all records of the Association.
- 2.3.2 take minutes and publish all business meetings of the Association, Executive Committee, and the Board of Directors.
- 2.3.3 see that all notices of meetings and elections are given in accordance with By-Laws.
- 2.3.4 keep records and make reports as required to maintain the non-for-profit status of the Association/Corporation.
- 2.3.5 provide updates as needed or directed via e-mail and/or standard mail

2.4 Treasurer

The Treasurer shall:

- 2.4.1 have charge and be responsible for all funds and securities of the corporation.
- 2.4.2 pay all budgeted line item bills on receipt. All other bills are paid only upon authorization of Executive Committee.
- 2.4.3 receive and deposit in a suitable depository (bank), all funds and pay out same as directed by the Executive Committee.
- 2.4.4 serve on the Membership Committee.
- 2.4.5 attend and make financial reports at meetings of Executive Committee, Board of Directors, and the Annual Conference.
- 2.4.6 prepare an Annual Financial statement of the Association and present for audit all official records of the Association.
- 2.4.7 make sure the not-for-profit corporation status is renewed each year.

3.0. BOARD of DIRECTORS

- 3.1 The Board of Directors shall consist of the four (4) officers, 2 Liaison Members, a Past President representative, and each of the Regional Directors.
- 3.2 Regional Directors shall be elected by each region during their Workshop for a term of two (2) years.
- 3.3 When regions fail to elect a director by the Annual Conference, or if a director fails to fulfill his term of office, a new director shall be appointed by the Executive Committee.

4.0 LIAISON MEMBERS

- 4.1 Liaison members shall consist of one individual elected from each of the Associate, Corporate Membership and also one Past- President Representative.
- 4.2 These three individuals will serve on the Board of Directors for one year and each has one(1) vote on the Board of Director Meeting issues.

5.0 CONFERENCE BUSINESS MEETING AND GENERAL MEMBERSHIP MEETINGS

- 5.1 An Annual Conference of this Association shall be held at such time and place as may be determined by the Executive Committee.
- 5.2 The members shall be given thirty (30) days notice of each General membership meeting. Special meetings may be called by vote of the Executive Committee.
- 5.3 Twenty or one-third of the total members, whichever is less, shall constitute a quorum for the transaction of business at any meeting of the association general membership.
- 5.4 An annual meeting of the Board of Directors shall be held during the time and at the place of the annual meeting of the Association. Other meetings of the board may be called by the president who shall give seven (7) days notice of each meeting.
- 5.5 Any five (5) members of the Board of Directors can call for a meeting of the entire Board with seven (7) days notice.

6.0 DUTIES of OFFICERS

- 6.1 The duties of the Association officers shall be such as associated with these offices as stated herein or as may be later assigned by the Board of Directors or the Association membership.
- 6.2 The President shall in general supervise and control all of the business and affairs of the Association. The president shall preside at all meetings of the Association, and shall serve as chairperson of the Executive Committee, and the Board of Directors.
- 6.3 The Vice President shall serve as assistant to the President and shall serve as a member on all committees at the discretion of the President
- 6.4 The Secretary shall be custodian of the corporate records of the Association and see that all notices required are duly given in accordance with the policies of the Board of Directors or the provisions of the By-Laws. The secretary shall take minutes of all executive committee meetings, Board of Directors meetings, all special meetings called by the Executive Committee, and of all the annual meetings.
- 6.5 The Treasurer shall make a report at all meetings of the Executive Committee, Board of Directors, and at the annual meeting. The treasurer shall also serve on the Membership Committee and as such, shall maintain an up-to-date list of all members and their mailing addresses.

If required by the Board of Directors, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation in such banks, trust companies, or other depositories as shall be selected by the Executive Committee.

The Treasurer will immediately secure Director and Officers' Insurance to protect the Executive Committee and the Board of Directors as long as the association is incorporated and granted non-for-profit status by the IRS, this insurance is mandatory.

7.0 REGIONAL DIRECTORS DUTIES and RESPONSIBILITIES

- 7.1 Regional directors must be members in good standing
- 7.2 Attend all Board of Directors meetings, and should serve on at least one of the Standing Committees.
- 7.3 Be responsible for membership recruitment and conducting workshops in his/her region and serve on the Membership Committee.
- 7.4 Appoint and monitor Media Representatives for various local communities in his/her region.
- 7.5 Promote public support activities on the part of local teachers.
- 7.6 Help develop and operate a telephone tree/electronic mail for regional communication.
- 7.7 Represent the needs of teachers in the region to the Board of Directors and make recommendations to various committee chairmen.

8.0 APPOINTEES

- 8.1 The following positions are appointed by the President with the approval of the Board of Directors. The following is a list of required appointees:
 - ADTSEA Representative
 - DERIC Representative
 - Corporate Solicitor
 - Student Representative
 - NETSEA Representative

9.0 STANDING COMMITTEES

- 9.0.1 The chairperson of each committee shall make a report at the annual meeting and file a written summary thereof with the secretary. The following is a list of permanent Standing Committees
- 9.0.2 Standing Committees:
 - Membership
 - Constitution
 - Curriculum
 - Teacher Preparation/Continuing Education
 - Public Relations
 - Internet
 - Special Problems/Political Action
 - State Conference and Program
 - Elections/Nomination
 - Special Education/Needs
 - Fundraising
 - Newsletter

9.1 Composition of Committee

- 9.1.1 Standing Committees shall consist of a minimum of three members appointed by the President with approval of the Board of Directors.
- 9.1.2 Committee members are appointed for a term of three (3) years, so that one member's term shall expire each year.
- 9.1.3 Non-Board members may be assigned (with approval of Executive Committee) by chairperson as needed.
- 9.1.4 The Vice President will be a liaison member of all committees.

9.2 General Guide for Committee Operation

- 9.2.1 Each committee should establish a calendar of events and be directly responsible to the President.
- 9.2.2 Have in writing and follow a set of objectives, specific duties, and working procedures.
- 9.2.3 Maintain a record of activities or actions taken by committee. Pass these along with other related information to new committee chairpersons.
- 9.2.4 Develop an effective system of communication between members since few meetings can usually be held.
- 9.2.5 Maintain contacts with the President regarding committee activities.
- 9.2.6 Make oral and written reports to Association members at the annual conference.
- 9.2.7 All Standing Committees shall consist of a minimum of three members appointed by the Board of Directors for the term of two years, one of whom shall be designated as chairperson. The term of one member shall expire each year; the Board of Directors shall appoint one member each year to fill the expiring term.
- 9.2.8 Each Standing Committee is directly responsible to the president.
- 9.2.9 The chairperson of each Standing Committee, other than the Executive Committee, may select additional committee member(s) with the approval of the Executive Committee.
- 9.2.10 The president shall be empowered to appoint any other committees which may be needed to conduct studies or carry on any other business of the organization.

9.3.0 Duties of Standing Committees

- 9.3.1 The following duties are subject to each committee objectives and are not meant to be all inclusive.

9.3.2 Membership Committee Duties

- 9.3.2 .1 Develop and conduct strategies for ongoing membership recruitment.
- 9.3.2 .2 Keep an up-to-date list of members and addresses.
- 9.3.2 .3 Recommend membership categories and dues.
- 9.3.2 .4 Report to the Board of Directors.
- 9.3.2 .5 Actively solicit new members
- 9.3.2 .6 Collect all membership applications and deposit dues

9.3.3 Constitution Committee Duties

- 9.3.3 .1 Review and make recommendations for changes in constitution.
- 9.3.3 .2 Solicit suggestions from officers and regional directors.
- 9.3.3 .3 Oversee meetings to be sure constitution is followed.
- 9.3.3 .4 Select a Parliamentarian.
- 9.3.3 .5 Prepare written changes and rationale for approval by Board and final action by members.

9.3.4 Curriculum Committee Duties

- 9.3.4.1. Review and make recommendations for NYS curriculum and development.
- 9.3.4.2. Solicit suggestions from teachers, regional members throughout the state.
- 9.3.4.3. Oversee meetings to be sure curriculum is in line with national standards
- 9.3.4.4. Prepare written changes and rationale for approval by Board and final action by members.

9.3.5 Teacher Preparation & Continuing Education Committee

- 9.3.5.1 Review and make recommendation for NYS Driver Education Coursework.
- 9.3.5.2 Conduct continuing education workshops and programs for the Association.
- 9.3.5.3 Assist SED as needed with recommendations and endorsement of programs and teacher certification.

9.3.6 Public Relations/ Internet Committee

- 9.3.6.1. Keep public and decision-makers informed of NYS driver education benefits and activities.
- 9.3.6.2. Prepare and distribute materials for mass media and professional journals.
- 9.3.6.3. Maintain, update and oversee the Internet web site.
- 9.3.6.4. Maintain, update Member Newsletter Front View.
- 9.3.6.5. Provide brochures and materials for exhibits at conferences and public events.
- 9.3.6.6. Establish and maintain, good working relations with media and cooperating agencies.
- 9.3.6.7. Maintain a media bank for use by members.
- 9.3.6.8. Provide technical assistance to Regional Directors and Workshop Chairpersons - including simple press releases.
- 9.3.6.9. Keep current our association software & hardware.
- 9.3.6.10. Shall act as the Historian of this association.

9.3.7 Special Problems/Political Action

- 9.3.7.1. Conduct studies or polls of citizens and/or special groups.
- 9.3.7.2. Establish and maintain working relations with cooperating agencies for promoting and conducting special studies.
- 9.3.7.3. Review policies and make recommendations for updating.
- 9.3.7.4. Monitor and recommend stands on legislation.
- 9.3.7.5. Identify issues, identify pros and cons, and determine the Association's position.
- 9.3.7.6. Actively campaign and/or lobby for the Association's goals.

9.3.8 Association Program Committee

- 9.3.8.1. Coordinate program planning for Regional Workshops and Annual Conference, taking into consideration continuity from year to year. Try to provide for a balance within the annual programs and from year to year.

- 9.3.8.2 Help plan program for Regional Workshops.
- 9.3.8.3 Identify one or two topics related to improvement of instruction for in-depth discussions.
- 9.3.8.4 Identify any issue for which the Association should take a stand. Prepare for pro and con discussion.
- 9.3.8.5 Up-date on legislation and state agency policies
- 9.3.8.6 Identify Association business to conduct.
- 9.3.8.7 Assist in planning the Annual Conference in keeping with the four general goals of the professional association.
- 9.3.8.8 Develop a list of suggested topics for the following year's Annual Conference such as:
 - Improvement of instruction; with focus on methods and materials.
 - Course and teacher standards and administrative policies.
 - Program evaluation and research at state and local levels.
 - Public relations, media relations, and public support.
 - Coordination and exchange of information with state agencies.
 - Current issues and resolutions.
 - Promotion of group solidarity.

9.3.9 Regional Workshop Program Committee Duties

- 9.3.9.1 Keep records of names and changes of Regional Directors and Workshop Chairpersons.
- 9.3.9.2 Recommend a format for all workshop agendas at the State Conference, including time allotment and program content.
- 9.3.9.3 Keep the NYSTSDEA Board of Directors informed of Regional activities
- 9.3.9.4 Report to the membership at the annual state conference all recognition of the outgoing chairpersons and the incoming chairpersons.

9.3.9 Elections/Nomination Committee Duties

- 9.3.9.1 Establish policies and practices for nominations and elections.
- 9.3.9.2 Establish criteria for awards and conduct selection of persons for such awards for voting by the Board of Directors.
- 9.3.9.3 Conduct nomination process and elections.

9.3.10 Fundraising Committee Duties

- 9.3.10.1 To actively solicit donors and corporate sponsors.
- 9.3.10.2 To solicit vendors for the annual conference.
- 9.3.10.3 To work with the State Workshop Director.
- 9.3.10.4 To work with the Program Committee.

10.0 SUSPENSION and/or EXPULSION of MEMBER(S) and IMPEACHMENT

- 10.1. NYSDTSEA reserves the right to suspend or expel any member for conduct unbecoming or detrimental to this association- i.e. (but not limited to) theft, libel, harassment, discrimination, bribery, etc.
- 10.2. The Executive Committee can immediately, and indefinitely suspend a member for just cause. A written notification of the charges must be sent to the member by registered mail (return receipt requested).
- 10.3. A hearing of the charges and subsequent defense of same has to be scheduled in all delivered haste.
- 10.4. The before mentioned hearing will be held by the Board of Directors. A quorum of said board is sufficient to hold a hearing.
- 10.5. Only the Board of Directors can expel a member by 2/3 vote of the entire board. E-mail voting will be permitted if the full board cannot be present. The Secretary will be held responsible for the contact of all members. The Secretary will retain hard copies of the ballots (e-mails). The Secretary will notify the member and the Board of Directors by registered mail (return receipt requested) the outcome of the voting.
- 10.6. Only the Board of Directors may impeach an elected officer. A minimum of five (5) Board of Directors, in writing, can begin impeachment proceedings.
- 10.7. The same procedure listed above shall apply towards an impeached officer.

11.0 ANTI-DISCRIMINATION POLICY

NYSDTSEA will not discriminate and will take “affirmative action” measures to ensure against discrimination of any member on the basis of race, creed, color, national origin, sex, or sexual orientation.

12.0 ANTI-HARASSMENT POLICY

NYSDTSEA is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual’s sex, race, ethnicity, national origin, age, sexual orientation, religion or any other legally protected characteristics will not be tolerated. All members, including Executive Committee and the Board of Directors, are expected and required to abide by this policy. No one will be adversely affected in relation to their membership and/or their office as a result of bringing complaints of unlawful harassment.