



Mission Statement Service Objectives Constitution and By-Laws

MCSBA Mission

The Monroe County School Boards Association (MCSBA) is a member-driven organization providing support to public school leaders as they strive to provide an equitable education for all students.

The MCSBA serves its members through:

- Commitment to improving local school board governance;
- Promoting state and federal advocacy positions on behalf of our member districts;
- Delivering a broad range of leadership development services and training for local school board members and staff;
- Encouraging collaboration with community-based organizations, elected officials and other state and local educational entities in areas of common interest.

Service Objectives

MCSBA functions as a representative body working with its member districts in the following ways:

- Gathers data, researches and analyzes issues;
- Develops positions on major issues;
- Allocates resources according to set priorities;
- Accomplishes many of its objectives through the efforts of committees that represent all member districts;
- Provides pertinent professional development and informational programs for all members.

MCSBA promotes legislative positions developed by representatives of all member districts:

- Encourages active involvement of all members during the Legislative Committee's development of the positions;
- Acts promptly on legislative issues and develops effective political action efforts regarding important bills;
- Contacts county, state, and federal legislators on a regular basis;
- Encourages individual members to actively participate in legislative activities.

MCSBA maintains frequent contact with our local Regents, the Board of Regents, and the State Education Department:

- Researches issues and provides data on topics being considered by the Regents;
- Meets with local Regents to discuss common interests.

MCSBA provides opportunities for members to exchange information and develop their board skills:

- Conducts annual seminars for school board candidates and newly elected board members;
- Explores issues of common interest through its Information Exchange Committee meetings;
- Provides information upon request to individual members.

MCSBA provides information, data and a forum for member boards on district operations and negotiations:

- Explores current issues through its District Operations Committee.

MCSBA develops coalitions and working relationships with persons and groups working to achieve the same objectives:

- Serves as a proactive voice for public education;
- Promotes public education through the print and broadcast media;
- Encourages members to participate in education-related activities.

Constitution & By-Laws

Article I – Name

This Association shall be known as the Monroe County School Boards Association.

Article II – Objectives

The objectives of the Association shall be:

- To provide an organization that will bring together representatives of all member districts to consider educational matters of mutual interest.
- To actively promote and encourage cooperation between member districts to further the development and/or maintenance of comprehensive educational programs that will gain and hold broad community support.
- To develop and exchange information of mutual interest.
- To research, gather data, analyze conditions and situations, and to develop positions that reflect the wishes of the member districts on matters that require legislative action.
- To focus attention and resources on identifying and solving common educational problems.
- To encourage districts to develop, formulate, implement, and participate in cooperative programs and services that serve regional educational needs.

Article III - Membership

The following educational units in Monroe County are eligible for full membership:

- Rochester City School District Board of Education.
- Monroe One and Monroe 2-Orleans Boards of Cooperative Educational Services and their component districts.

Membership may also be granted by a 2/3 affirmative vote of the Executive Committee, to school boards of education whose school districts are contiguous to Monroe County.

Payment of dues and assessments is required to remain in good standing.

All board members and the superintendent of each member district shall have full membership in the Association.

Article IV – Officers

The regularly elected officers of this Association shall be the President, Vice President, and Treasurer.

These officers shall be nominated and elected as provided in Articles V, VI, and VII.

The President shall be responsible for the business of the Association and shall see that all directives and resolutions of the Association are carried into effect. This may be done through the Executive Director, who shall be empowered to oversee all day-to-day operations of the Association. The President shall preside at all general meetings, meetings of the Executive Committee, and meetings of the Steering Committee. The President shall annually appoint the chairpersons of all standing committees and the chairpersons and members of ad-hoc committees as required.

The Vice President shall have all the powers and functions of the President during the absence or disability of the President.

The Treasurer shall review all Association expenditures and, with the Executive Director, have authority to sign Association checks. Working with the Executive Director, the Treasurer shall make financial reports at every meeting of the Steering and Executive Committees. The Treasurer shall review the annual audit report and summarize it for the Steering and Executive Committees. The

Treasurer shall be a member of the Budget Committee. The Treasurer will work with the Executive Director to prepare the annual budget and will present the budget for approval to the Steering and Executive Committees. The Treasurer and the Executive Director shall designate a depository for Association funds with the approval of the Steering Committee.

The term of office of the President, Vice President, and Treasurer shall be from July 1 through June 30. The President and Vice President shall be from different member districts. The unexpired term of any elected officer shall be filled by vote of the Executive Committee.

Article V – Association Committees

1. EXECUTIVE COMMITTEE

- A. The Association shall be governed by the Executive Committee which shall be composed of Board Presidents and Superintendents of each member district, or a designated representative who is or has previously served in board leadership, and the President, Vice President, Treasurer, and Immediate Past President of the Association. The chairpersons of standing and other committees/organizations may be invited to attend Executive Committee meetings, as non-voting members, to report on activities.
- B. All members of the Executive Committee shall be entitled to vote on all matters brought before the Committee.
- C. The Executive Committee shall appoint for a period up to three~~(5)~~(3) years an Executive Director who shall serve at its pleasure and with the direction of the Steering Committee. The Executive Committee, upon the recommendation of the Steering Committee, shall approve the contract of employment with the Executive Director.
- D. The Executive Committee may meet at its own discretion, but shall hold at least one meeting each quarter, one of which shall be held in April. The majority of member districts shall constitute a quorum.
- E. The Executive Committee may create other committees. Membership on these committees will come from Association members and serve at the pleasure of the Executive Committee.
- F. The Executive Committee, upon the recommendation of the Steering Committee, shall annually at its April meeting vote on the operating budget for the upcoming year as provided in Articles VII and IX.
- G. To allow for rapid approval of position papers, the Executive Committee may suspend, by a majority vote of members present, the by-law (Article V, Section 2, Part B.5) requiring Steering Committee review of proposed position papers prior to Executive Committee consideration.
- H. Approve the creation or elimination of any other employee positions upon the recommendation of the Steering Committee and Executive Director.

2. STEERING COMMITTEE

- A. Voting Members of the Steering Committee shall be the President of the Association who shall be the chairperson, the Vice President, the Treasurer, the Immediate Past President, the chairpersons of the Standing Committees, and at least four additional members who shall be annually appointed by the President, two of whom shall be superintendents.
- B. The duties of the Steering Committee shall include but not be limited to:
 - i. Review the annual Association goals and recommend them for approval by the Executive Committee.
 - ii. Review financial affairs of the Association.
 - iii. Review and recommend the annual budget for submission to the Executive Committee.
 - iv. Approve a depository for funds upon recommendation of the Executive Director and Treasurer.
 - v. Consider merits of proposed formal position papers for recommendation to the Executive Committee.
 - vi. Review and recommend to the Executive Committee the Executive Director's contract of employment.

3. NOMINATING COMMITTEE

- A. The Association Immediate Past President shall appoint at least four members of the Association to serve on the Nominating Committee. The Immediate Past President shall be the chairperson. If the Immediate Past President cannot serve, the President shall appoint an alternate chairperson.
- B. The members of the Nominating Committee shall be both active in the association and have been active in association committees. A Superintendent who has served in that position, for a minimum of three years in a member district, may also serve as a nominating committee member.
- C. The duties of the Nominating Committee shall be to present a nominee or nominees for offices of the President, Vice President, and Treasurer to the general membership at the Annual Meeting. Prior to convening, the chairperson shall be required to make contact with both the Vice-President and the Treasurer to determine continued interest.
- D. The slate of nominees shall be selected at least two weeks prior to the Executive Committee meeting.

4. BUDGET COMMITTEE

The Association Vice President shall appoint the Budget Committee. The Vice President shall be the chairperson of this committee whose members will include the Treasurer and four additional members, at least one of whom will be a superintendent. This committee will review the budget proposal and recommend it for additional review and approval by the Steering and Executive Committees. While not a voting member, the Executive Director shall be allowed to attend all budget committee meetings.

5. STANDING COMMITTEE MEMBERSHIP

Standing committee membership is determined by member school boards. Each district assigns one representative and one alternate to be the voting members of each Standing Committee although all Association members may attend Standing Committee meetings. Current Standing Committees are Legislative, District Operations, and Information Exchange.

Article VI – Nominations for Office

The Nominating Committee shall select a candidate or candidates for President, Vice President, and Treasurer. All nominees for such offices, at the time of their nomination, shall be members of participating Boards of Education, but need not be President of their local board. This shall be the official slate presented at the Annual Meeting for approval.

At the Annual Meeting, nominations for such offices can be made from the floor providing that prior approval has been granted by the person so nominated.

Article VII – Annual Meeting

The Annual Meeting of the Association shall be held during the fourth quarter of each fiscal year. Each member district shall be notified at least twenty days in advance of the time and location of the meeting.

The business of the Annual Meeting shall be to elect a President, Vice President, and Treasurer for the ensuing year and deal with other items as deemed necessary.

Voting qualifications at the Annual Meeting:

- Each member present shall be entitled to vote on all matters brought before the Annual Meeting.
- Members representing a majority of member districts constitutes a quorum.

If the slate of officers cannot go forward by unanimous consent, then balloting by paper will be done. The Past President will preside over this vote and the Executive Director, or designee will serve as the elections officer.

Article VIII – General Meetings

General meetings of the Association may be called by the Executive Committee or President for any purpose other than those specified for the Annual Meeting upon at least ten days' notice to all member districts. Emergency meetings may be called with 48-hours' notice to all member districts. Members representing a majority of member boards in good standing constitutes a quorum. All members in attendance are qualified to vote on all matters brought before the meeting.

Article IX – Fiscal Policy

The fiscal year shall be from July 1 through June 30.

A depository for all Association funds shall be designated annually as heretofore provided in Article V.

There shall be an annual audit of all Association accounts by an independent auditor and the results submitted to the Executive Committee.

An estimate of the operating budget of the Association for the ensuing year shall be prepared by the Executive Director for review by the Treasurer and the Steering Committee and presented to the Executive Committee for approval at its April meeting.

The proposed operating budget and individual district's assessment shall be sent to each respective member district in its final form at least twenty days prior to the April Executive Committee Meeting. Each member district will be entitled to one vote on the budget with a majority of member districts voting in support required for passage.

Article X – Dues and Assessments

Association expenses as set forth in the annual operating budget shall be shared by all member districts.

Dues shall be assessed annually to member districts and shall be paid to the Monroe County School Boards Association by July 31. Expenses of members attending Association meetings shall be billed separately to their respective school districts.

The fee for all Associate Memberships will be determined by the Executive Committee.

Article XI – Amendments to Constitution & By-Laws

Amendments to this Constitution and By-Laws will be adopted by a 2/3 vote of all Board Members and the Chief School Officer of each member District present and voting at any Annual Meeting. Any such amendments must be received in writing by the Executive Committee in such time that proper notice of such proposed changes can be included in the notice of the Annual Meeting.

Article XII – Adoption

Adoption of this Constitution shall be official action by Boards of Education of individual School Districts and Boards of Cooperative Educational Services. An affirmative vote of a majority of eligible member units shall be required for adoption. The Constitution shall become effective immediately upon adoption. With exceptions noted here, Roberts Rules of Order will pertain.

The CONSTITUTION and BY-LAWS of the Monroe County School Boards Association (MCSBA) were adopted by a majority of eligible member units in 1970. This document has been amended as listed below:

May 1974	May 1981	June 2000	May 2024
May 1976	May 1983	May 2006	
May 1978	May 1987	May 2012	
May 1980	May 1992	May 2023	

The mission statement was revised by the Executive Committee December 2001.

The mission statement was revised by the Executive Committee May 2023.