

CAASNY ASSOCIATION BY-LAWS

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Article I NAME AND PURPOSE

§ 1. Name. This organization shall be known as the "County Attorneys' Association of the State of New York".

§ 2. Purpose. The purposes for which this organization is formed include, but are not limited to, the following: to promote more efficient county and city government; to cultivate the science of jurisprudence; to advance closer personal and professional relationships among county and New York City Corporation Counsel attorneys in the State of New York; to encourage and promote the exchange of information and views in respect to the conduct of the various county attorney's offices throughout the State and the Corporation Counsel's Office; to analyze proposed and enacted legislation and regulations at the State and Federal levels affecting counties within the State of New York and the City of New York, and to present legal ideas and opinions to State and Federal legislators, representatives and officials with respect to such legislation and regulations; and to serve the public of this State.

Article II MEMBERSHIP AND FINANCES

§1. Classes of Membership. Membership in this Association shall be divided into two classes: Regular and Associate.

(a) Regular Membership shall be afforded to County Attorneys and the Corporation Counsel of the City of New York, and the deputies and assistants on their respective legal staffs, unless dues are not timely paid.

(b) Associate membership shall be open to: (1) former County Attorneys, former Corporation Counsels of the City of New York, and former Deputies and Assistants in such offices, and (2) any other individual attorneys admitted to practice in New York and involved in the legal representation of municipalities. Payment of Associate Membership dues shall entitle Associate members to listing in the Associate Membership section of the Association directory and to such other benefits as the Board of Directors shall determine at the annual meeting.

§2. Voting. All members may take part in the discussion on matters which may come before all meetings of this Association but only the County Attorney and the Corporation Counsel of the City of New York shall be entitled to vote thereon. A proxy vote may be cast by any Deputy or Assistant on the respective legal staffs of the County Attorney and the Corporation Counsel of the City of New York.

§3. Fiscal Year. The fiscal year of the Association shall be on a calendar year basis, January 1 through December 31.

§4. Dues. The annual dues for Regular and Associate Members shall be set at the annual meeting by the Board of Directors, with such dues to be effective for the fiscal year beginning January 1 of the next calendar year. Dues for Regular members shall also entitle all assistant members from the respective county to participate in the Association functions.

Article III OFFICERS AND THEIR DUTIES

§1. Officers. The officers of this Association shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary and a Treasurer.

§2. Duties of President. The President shall: (a) be the chief executive officer of the Association; (b) preside at all meetings of the Association; (c) appoint all committees provided for by these By-Laws; (d) see to it that these By-Laws are enforced, the purposes of this Association are promoted, and that the officers perform their respective duties.

§3. Duties of Vice-President. In the absence or disability of the President, or in the case of a vacancy in the office of President, each Vice-President shall, according to his numerical order, succeed to the duties of the President during such absence, disability or vacancy, and during the absence or disability of the one entitled to prior succession.

§4. Duties of Secretary. The Secretary shall keep the records of the meetings and activities of the Association and its committees.

§5. Duties of Treasurer. The Treasurer shall collect all monies due the Association, pay all monies owed, keep the funds, maintain proper vouchers and accounts and at the annual meeting make a written report thereof.

§6. Eligibility for Office. Only regular members shall be eligible to hold the office of President or Vice-Presidents. Only regular and assistant members shall be eligible to hold the office of Secretary or Treasurer.

§7. Term of Office. All officers shall be elected for a term of one (1) year. All officers shall enter upon their duties immediately upon their election, and shall hold office until their successors are elected and take office.

§8. Re-election of Officers. No officer or officers, excepting only the Secretary and Treasurer shall be eligible for re-election for the same office for more than two (2) consecutive terms until one (1) year after the expiration of said second term.

§9. Vacancies. All vacancies in any office shall be filled by the Board of Directors for the unexpired portion of the term thereof.

Article IV BOARD OF DIRECTORS

§1. Duties of Directors. The Board of Directors of the Association shall manage and direct the affairs of the Association, subject to and in accordance with these By-Laws.

§2. Expenditures. The Treasurer shall develop an annual budget to be presented to the Board of Directors by September 30. The Board of Directors shall review the proposed budget. When approved, all expenditures pursuant thereto shall be authorized. The Treasurer shall prepare reports which shall be presented quarterly to the Board. Additional expenditures shall be as approved from time to time by Board resolution.

§3. Number and Term of Directors. The Board shall be composed of the President, the three Vice-Presidents, Secretary and Treasurer, and the immediate past President. In addition, there shall be four (4) elected members who shall serve for a term of two (2) years; two (2) shall be elected for a full term in each even-numbered year; and two (2) shall be elected for a full term in each odd-numbered year. No two members of the Board shall be from the same County, except the New York City Corporation Counsel's Office may have two members, each of whom may hold an office or directorship. The Association shall endeavor to appoint at least one member of the Board from each of the judicial departments in the state.

§4. Vacancies in the Board of Directors. Vacancies in the Board of Directors occurring between annual meetings shall be filled for the unexpired portion of the term by the remaining Directors.

§5. Quorum. A quorum to conduct the business of the Board of Directors shall consist of at least six (6) members of said Board.

§6. Eligibility for Office. Only regular and assistant members shall be eligible serve on the Board of Directors.

Article V COMMITTEES

§1. Standing Committees. The following Standing Committees shall be appointed annually by the President of the Association within one (1) month from assuming office. The President shall appoint a Chairman and Vice-Chairman of each Committee.

a. Legislative - The Legislative Committee shall consist of not less than three (3) nor more than five (5) members. The Legislative Committee shall consider and act upon all legislation affecting county government and shall be responsible for the Association's legislative program. It shall adopt rules and regulations as to its procedures.

b. By-Laws - The By-Laws Committee shall consist of not less than three (3) nor more than five (5) members. The By-Laws Committee shall consider and act upon the By-Laws of the Association and review the same.

c. Program - The Program Committee shall consist of not less than three (3) nor more than five (5) members. The Program Committee will develop instructional programs and seminars that shall be conducted in conjunction with the annual meetings of the New York State Association of Counties, and otherwise as interest would dictate.

d. Nominating - Nominations for the election of officers and directors shall be made by the Nominating Committee of at least five (5) persons appointed by the President. Members of the Committee shall be chosen as follows: one (1) shall be a member of the previous Nominating Committee and four (4) members shall be chosen at large.

§2. Additional Committees. The President shall be authorized to appoint such additional committees as are necessary to assist the President and the Board of Directors in performing their duties.

§3. Members. All regular and assistant members shall be eligible for appointment to and service on a committee.

Article VI MEETINGS

§1. Times and Places of Regular Meetings. The regular meetings of this Association shall be held at times fixed by the Board of Directors, except that there shall be an annual meeting to be held not later than July 5 at which there shall be elections of officers and of directors of the Association.

§2. Special Meetings. Special meetings of the Association may be called by the President or upon written request of eight (8) regular members, and by giving each member ten (10) days written notice thereof.

§3. Quorum. A quorum of the Association for the conducting of the regular business of the Association shall consist of not less than ten (10) regular members of the Association.

Article VII AMENDMENTS

These By-Laws may be amended at any meeting of the Association by a two-thirds (2/3) vote of the regular members present at any regular meeting, provided such proposed amendment shall first have been presented to the President in writing prior to the meeting, and referred to the By-Laws Committee who shall submit a written recommendation concerning the proposed amendment.

Article VIII LEGISLATIVE ACTION

No officer, or member, or any committee, except the Board of Directors, shall make any statement in the name of the Association without prior authorization being given by a resolution duly adopted.

Article IX RULES OF ORDER

The rules contained in Roberts' Rules of Parliamentary Procedure shall govern this Association in all cases where they are not inconsistent with the By-Laws.