

## **By-Laws of LISPra**

The Long Island School Public Relations Association, a  
Chapter of the National School Public Relations Association

### **ARTICLE I Name**

The name of this organization shall be the Long Island Chapter of the National School Public Relations Association, to be officially called the Long Island School Public Relations Association (LISPra). (Long Island is defined by these By-Laws as consisting of Nassau and Suffolk Counties only.)

### **ARTICLE II Objectives**

The objectives of the Long Island School Public Relations Association shall be:

1. To exchange ideas and materials among members to improve the competence of those responsible for school-community relations.
2. To promote an understanding of the objectives, accomplishments and needs of the schools of Long Island by:
  - a. Encouraging the use of sound public relations procedures by all those at work in the schools of Long Island.
  - b. Placing before the public facts and viewpoints which will lead to an understanding, appreciation, and support of their schools.
  - c. Producing materials that will assist the schools of Long Island in building an increased public understanding of the role of education.
3. To provide training in school public relations for school public relations professionals, school administrators, school board members and educators.
4. To create a forum for the exchange of ideas and for building interest in school public relations.

### **ARTICLE III Membership**

#### ***Section 1.***

Membership shall be open to any individual in the field of school public relations or who has an interest in the field.

Membership in the National School Public Relations Association (NSPra) is supported and encouraged.

President shall be a member of NSPra.

The LISPra Chapter

#### ***Section 2.***

Voting Membership: Voting and holding office is limited to school public relations practitioners who have an interest in the field and who have paid their chapter membership dues for the current fiscal year.

### **ARTICLE IV • Officers**

To serve as an officer of LISPra, an individual must be a voting member of the chapter in good standing. Officers of the Chapter shall be elected by July 1st at the annual meeting, and shall be reported to the national office. Newly-elected officers shall take office on July 1st. The term of office shall be for two years. The President and **Regional**

**Vice Presidents shall not serve in the same capacity for more than two consecutive terms. Other elected officers may exceed two-year terms.** Candidates for office shall be recommended by a Nominating Committee, appointed by the Executive Board. Officers and their duties shall be:

***Section 1.***

President - shall be the executive director of the Chapter and shall preside at meetings of the Chapter and Executive Committee. He/she shall appoint the Chairpeople of all standing and special committees with the approval of other elected officers. He/she shall maintain a definite liaison with NSPRA, through the State Chairperson, Regional Vice Presidents, and the national office.

***Section 2.***

Regional Vice Presidents - shall perform all duties of the President in the event of the inability of the President to act. There **will be one vice president representing the Nassau region and one Vice President representing the Suffolk region.** Each Vice President shall be responsible for maintaining a liaison with school public **relations practitioners in their respective regions.**

***Section 3.***

Treasurer - shall keep records of funds, provide a financial statement annually to the membership (and upon request of the Executive Committee or membership), and disburse Chapter funds as approved by himself/herself and/or the President.

***Section 4.***

Recording Secretary - shall keep minutes of all meetings **minutes of the executive meetings to the Executive Committee.** The Recording Secretary maintains the Chapter records.

***Section 5.***

Corresponding Secretary - shall assist in handling Chapter **correspondence and be responsible for assisting with notice of meetings.**

**ARTICLE V • Committees**

***Section 1.*** Executive Committee.

The governing body of the Chapter shall be the Executive Committee. It shall consist of the elected officers of the Chapter and the Chairpersons of all Standing and Advisory Committees. The Executive Committee shall be responsible for all policy decisions affecting the Chapter operation. It shall carry out all directives as voted by the Chapter membership.

***Section 2.*** Standing Committees.

Standing Committees shall be:

- a. Membership - coordinates membership drives and maintains the annual records.
- b. Public Relations
- c. Program - responsible for coordinating speakers, meetings, programs and special events.
- d. Nominating Committee

***Section 3.*** Nassau-Suffolk Advisory Committee.

Shall consist of representatives from each county who are responsible for arranging regional meetings. *(And any other committees as the President deems necessary.)*

## **ARTICLE VI . Meetings**

**Section I.** There shall be an annual meeting of the Chapter, held prior to the annual meeting of the National School Public Relations Association. The time, place and program shall be determined by the Chapter's Executive Committee. Business may be transacted by a majority vote of members present at any meeting.

### **Section 2.**

All members shall be notified of Chapter meetings in writing, at least one week in advance of the meeting date.

### **Section 3.**

**The Executive Committee shall meet on notice from the President.** A majority of the Executive Committee shall constitute a **quorum**.

## **ARTICLE VII • Dues**

The annual membership fee (dues) shall be set by the Executive Committee prior to the start of the school year. The fiscal year shall **be September 1 to August 31 to comply with NSPRA's fiscal year.**

## **ARTICLE VIII • Amendments**

These By-Laws may be amended by a two-thirds vote of the voting members present at any Chapter meeting, providing a quorum is present and at least 30 days' notice in writing has been given of any proposed amendment. After Chapter approval, all amendments shall be submitted to the Executive Committee of the National School Public Relations Association for approval before they become effective.

## **ARTICLE IX - By-Laws Adoption**

These By-Laws must be adopted by a majority of the Chapter's charter members in attendance at a chapter meeting. In order to become effective, the Executive Committee of the National School Public Relations Association shall review and give final approval.

Adopted June 5, 1992

**Article VII Revised: June 15, 1994**