

By-laws of LISPra
The Long Island School Public Relations Association

ARTICLE I Name

The name of this organization shall be 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 advance the knowledge and skills 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 must be renewed annually.

Section 2.

Members are discouraged from actively pursuing the position of an existing LISPra member in their respective district or business.

Section 3.

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 Association 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 Association in good standing. Officers of the Association shall be elected by July 1 at the annual meeting. The term of office shall be for two years. 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 Association and shall preside at meetings of the Association 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 the Association records.

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 and recruiting membership 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 Association funds as approved by himself/herself and/or the President.

Section 4.

Secretary - shall keep and provide minutes of all meetings and shall assist in handling Association correspondence.

ARTICLE V • Committees

Section 1. Executive Committee.

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

Section 2. Standing Committees.

Standing Committees shall be:

- a. Membership - coordinates membership drives and maintains the annual records.
- b. Public Relations - website social media
- 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 1. There shall be an annual meeting of the Association. The time, place and program shall be determined by the Association's Executive Committee. Business may be transacted by a majority vote of members present at any meeting; at the discretion of the Executive Committee, voting may take place electronically.

Section 2.

All members shall be notified of Association 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 July 1 to June 30.**

ARTICLE VIII • Amendments

These By-Laws may be amended by a two-thirds vote of the voting members present at any meeting, providing a quorum is present and at least 30 days' notice in writing has been given of any proposed amendment.

ARTICLE IX - By-Laws Adoption

These By-Laws must be adopted by a majority of the Association members in attendance at an Association meeting; at the discretion of the Executive Committee, voting may take place electronically.

Adopted June 5, 1992

Article VII Revised: June 15, 1994

By-Laws Revised: April 16, 2019