

## By-Laws of the Board of Education

### Article I – Office

1. The office of the Superintendent of Schools of the district shall be at 221 Chenango Bridge Road, Binghamton, County of Broome, State of New York.
2. The district will also have an office for the clerk of the district at 221 Chenango Bridge Road, Binghamton, County of Broome, State of New York.

### Article II – Annual Budget Hearing and Budget Vote

1. The Annual Budget Hearing of the district shall be held in the Chenango Valley Middle/High School at 6:30 p.m. seven (7) to fourteen (14) days prior to the annual budget vote. The annual budget vote shall be held at the Chenango Valley Middle/High School (location may change to another district building if circumstances warrant) from 12:00 noon to 8:00 p.m. on the third Tuesday in May of each year. It shall be the duty of the clerk of the Board of Education to give due notice of the annual budget hearing and budget vote.

### Article III – Officers

1. The officers of the Board of Education shall consist of a president and a vice president who shall be elected from the membership of the board at the organizational meeting of the Board of Education, and such other officers as may be required by Education Law of the State of New York.

### Article IV – Meetings of Board of Education

1. An organization meeting of the Board of Education shall be held in July as prescribed by the Education Law for the purpose of electing a president and a vice president; appointing a clerk, tax collector, treasurer and counsel for the purpose of transacting such other business as properly comes before the organizational meeting of the Board. Notice for such meeting shall be deemed sufficient if given by the last duly appointed clerk of the Board or the last duly elected president to the members of the Board, including those elected at the annual meeting preceding said organizational meeting if the same is given three (3) days prior to the time for which said meeting was called and whether said notice be verbal or written.
2. The regular meeting of the Board shall normally be held on the third Wednesday of each month. All meetings except emergency meetings require notice.
3. A special meeting of the Board of Education may be called at any time by the president of the Board or by any member of the Board provided 24 hours' notice of said meeting shall be given to each member of the Board.
4. (a) The place of all meetings of the Board of Education shall be in the district, 221 Chenango Bridge Road, Binghamton, county of Broome, State of New York, or, (b) Such other school building within the district as the president may designate provided notice of said meeting and place thereof is set forth in the notice of said meeting, said notice to be given three (3) days prior to the meeting.
5. Time of all meetings shall be at 6:30 p.m. with a proposed executive session and a regular session to begin at 7:00 p.m. unless another hour is designated in a call of the meeting.

6. The president of the Board of Education shall be the presiding officer at any meeting of the Board or in his/her absence, the vice president. Should the president and vice president be absent without having made a designation of presiding officer or without the person so designated being present, then such personnel as shall be chosen from their membership by those members of the Board present, and such meeting shall be conducted in accordance with the statutory requirements of the State of New York and where the same are silent as to procedure in accordance with the then current edition of Roberts' Rules of Order.
7. The Board of Education of Chenango Valley Central School District consists of seven (7) members. Each Board of Education member is elected for a four (4) year term, unless specifically elected to fill the remaining years of a duly elected member who is unable to complete his term. The Board at its discretion may appoint an eligible citizen to fill the board vacancy until the next annual meeting.
8. For all meetings of the Board of Education a quorum requires a majority of the members of the whole Board to be in attendance. Those in attendance may adjourn a meeting of the Board that does not have a quorum to a later date. A quorum shall be required for actions at any subsequent meeting. Notice of the adjourned meeting shall be provided to all members of the Board and as required by law.

#### Article V – Books and Records

1. The books, accounts and records of the district shall be kept at the Superintendent of School's office of the district, except the books and records of the clerk, which may be kept at the clerk's office, and the current records of other statutory officers of the district, which may be kept by them at their respective offices.

#### Article VI – Notice

Whenever the provisions of statute or these by-laws require notice to be given to any member of the Board or officer thereof, they shall not be construed to mean personal notice unless specifically required by statute or these by-laws, but such notice may be given in writing by depositing the same in a post office box or letter box in a post-paid sealed wrapper addressed to such member of the Board or officer at his or her address as the same appears upon the books of the district, and the time when the same shall be mailed shall be deemed to be the time of giving of such notice. A waiver of any notice in writing signed by a member of the Board or officer, whether signed before or after the time stated in such waiver for holding a meeting, shall be deemed equivalent to a notice required to be given to any member of the Board of Education or officer.

#### Article VII – Seal

1. The corporate seal of the Board shall consist of a circular seal upon which there shall be inscribed "Chenango Valley Central School District."

#### Article VIII – Amendment of By-laws

1. Alteration, amendment, or repeal of by-laws may be made by a majority vote of the whole Board of Education at any regular or special meeting provided notice of such alteration amendment or repeal has been given to each member of the Board of Education in writing at least three (3) days prior to said meeting or provided such alteration, amendment or repeal was proposed and entered in the minutes of a previous meeting.

#### Article IX – Committees

- 1) Committees – The president of the Board shall have the power to appoint committees when in his/her opinion it shall be necessary or as directed by vote of the Board.
- 2) The membership of the respective committees is to be determined by the president, who shall appoint said committee from the membership of the Board. Additional membership may be appointed to committees from citizens of the district as recommended by the president and approved by the Board. Committees containing additional members beyond the Board of Education shall be appointed for a specific task and for a specific time period.
- 3) Committees can only be eliminated by the majority of the Board of Education.

#### Article X – Supervision

1. The supervision of the schools within the district shall be by a Superintendent of Schools who shall be the Chief Executive Officer and shall have full charge and authority over all employees. The clerk, treasurer, tax collector, counsel, and any person employed primarily to assist or advise the Board of Education apart from assisting in the daily administration of the school shall not be deemed an employee within the meaning of this paragraph.