

BYLAWS

ARTICLE I – NAME

This association, incorporated by the Board of Regents of New York State, as an exclusively charitable, scientific and educational corporation within the meaning of Section 501(c)(3) of the Internal Revenue Act of 1954, shall be the New York State Council for the Social Studies or NYSCSS, herein referred to as NYSCSS. The term "Social Studies" is used to include history, government, geography, economics, sociology, anthropology, psychology; and modifications or combinations of subjects whose content, as well as aim, is to predominantly be the development of an understanding and appreciation of the human heritage.

ARTICLE II – PURPOSE

The purpose of NYSCSS will be to improve the teaching of the social studies, to promote awareness and understanding of the spectrum of contemporary and historic problems, and the professional well-being of its members in order to best serve the needs of students. NYSCSS will achieve its purpose by

1. Encouraging research experimentation, and the professional and personal cooperation of its members.
2. Holding public discussions and programs.
3. Sponsoring articles which best serve the welfare of students.
4. Sponsoring the publication of desirable articles, studies, reports and surveys.

ARTICLE III – MEMBERSHIP

3.01 No Membership Classes

The corporation shall have no members who have the right to vote or title or interest in or to the corporation, its properties or franchises.

3.02. Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

a. Individual Members

Teachers of the social studies in the schools of New York State, or any person in any associated educational activity who is in sympathy with the above purpose, may become a member upon payment of annual dues, either regular or life membership. Payment of such dues entitles a member to receive publications of the Council from time of membership, to attend business meetings, to vote, and to hold office in the Council. In addition to regular membership, student (undergraduate and full-time graduate), retiree, and honorary life membership shall be made available with full membership privileges except voting and holding office.

b. **Advisory Council Members**

The Advisory Council shall be composed of representatives from Affiliated Organizations and shall meet quarterly with the President to provide recommendations on behalf of their members for programs, services, and policies of the Council.

c. **Affiliated Organizations- Local Councils**

Any incorporated local council, having a minimum of fifteen (15) members, or twenty percent (20%) of the local council, whichever is less, who are also members of the NYSCSS and who have had at least two meetings of the membership in the previous year, may become an affiliate of NYSCSS. Special groups with a minimum of fifteen (15) NYSCSS members may file for affiliation indicating such membership. Each local council will have at minimum, one seat on the NYSCSS Advisory Council. Each affiliated council will be entitled to an additional representative on the Advisory Council for each fifty (50) members, beyond the basic fifteen (15) necessary for affiliation, who are also members of NYSCSS. The maximum number of representatives that any local may have will be three. Representation for each local council will be determined at the Fall Board of Directors meetings based upon the previous year's membership. Presidents of each affiliated local council will submit a list of members to NYSCSS by August 1 of each year. NYSCSS will notify each eligible local council as to the number of representatives to which each is entitled. The President of the local council will furnish the NYSCSS with the names of its official representative(s) to the Advisory Council of the NYSCSS. If such representative(s) are unable to attend, the President of the local council will authorize in writing the alternate representing their organization at the meeting. All affiliated organizations must provide previous year's 990 to verify incorporation. In the cases of newly formed local councils, a one-year extension may be approved by the board of directors.

d. **Affiliated Organizations- Special Groups**

Special groups and organizations whose mission and goals share common interests with the NYSCSS may be given recognition as an Affiliated Group.

3.03 Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV – BOARD OF DIRECTORS

4.01. Number of Directors

NYSCSS shall have a board of directors consisting of at least 5 and no more than 15 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering terms of directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the NYSCSS shall be managed under the direction of the board, except as otherwise provided by law.

4.03 Term

- a. Elected Directors: Directors are elected by the NYSCSS general membership to serve one-year terms.
- b. Appointed Directors: The Board of Directors may vote to expand the board and appoint additional directors, who will serve until the end of the current one-year term. Appointed directors desiring to serve a subsequent, complete term must run for the new board seats at the next election.
- c. Directors may serve terms in succession.

- d. The term of office shall be considered to begin July 1 and end June 30 of the year in office, unless the term is extended until such time as a successor has been elected.

4.04 Qualifications

In order to be eligible to serve as a director on the board of directors, the individual must be 18 years of age and a current member of NYSCSS in good standing.

4.05 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

- a. Unexpected Vacancies

Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board members for the balance of the term of the director being replaced.

4.06 Removal of Directors

A director may be removed by two-thirds vote of the board of directors then in office, if:

- a. The director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board President is empowered to excuse directors from attendance for a reason deemed adequate by the board President. The President shall not have the power to excuse him/herself from the board meeting attendance and in that case, the Vice President of Policy and Administration shall excuse the President. Or:
- b. For cause or no cause, if before any meeting of the board members at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.
- c. Alternately, for cause or no cause, a director may be removed by a vote of the membership of the Council, provided that enough members vote so that the director is not removed by less Members than would be needed to elect the director.

4.07 Board of Directors Meetings

- a. Regular Meetings

The board of directors shall have a minimum of twelve (12) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by phone (voice or text). If sent by mail, facsimile transmission, or electronic mail (email), the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

- b. Special Meetings

Special meetings of the board may be called by the President, a Vice President, Secretary, Treasurer, or any two (2) other directors of the board of directors. A special meeting must be preceded by at least two days' notice to each director of the date, time, and place, but not the purpose, of the meeting.

- c. Waiver of Notice

Any director may waive notice of any meeting, in accordance with New York State Law.

4.08 Manner of Acting

a. Quorum

A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

b. Majority Vote

Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

c. Hung Board Decisions

On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the Past President would cast the deciding vote.

d. Participation

Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.09 Compensation for Board Members Services

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

4.11 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

4.12 Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an email transmission from an email address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE V – COMMITTEES

5.01 Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- a. take any final action on matters which also requires board members' approval or approval of a majority of all members;
- b. fill vacancies on the board of directors of in any committee which has the authority of the board;
- c. amend or repeal Bylaws or adopt new Bylaws;
- d. amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
- e. appoint any other committees of the board of directors or the members of these committees;
- f. expend corporate funds to support a nominee for director; or
- g. approve any transaction;
 - i. to which the corporation is a party and one or more directors have a material financial interest; or
 - ii. between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.
- h. committee chairs shall be appointed annually by the board of directors for the term of one-year.
- i. committee chairs shall submit regular reports to the board of directors and regularly meet with the President.

ARTICLE VI – OFFICERS

6.01 Board Officers

The officers of the corporation shall be a board President, two Vice Presidents, Secretary, and Treasurer, all of whom shall be elected by the membership and serve at the pleasure of the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the board of directors may determine. All officers of the corporation must additionally have previous experience as either a Board of Directors or Advisory Council member.

6.02 Term of Office

Each officer except the President shall serve a one-year term of office and may not serve more than three (3) consecutive terms of office, unless unanimously approved for nomination by the board to waive or to fill a vacancy in an officer position. The President shall serve a two-year term.

6.03 Removal and Resignation

The board of directors may remove an officer at any time, with cause by unanimous vote of remaining members of the board of directors. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later

time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.04 Board President

The board President shall be the chief officer of the corporation. The board President shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

6.05 Vice President(s)

NYSCSS shall have two Vice Presidents. In the absence or disability of the board President, the ranking Vice President or Vice President designated by the board of directors shall perform the duties of the board President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the board President. The two Vice Presidents shall have such other powers and perform such other duties prescribed for them by the board of directors or the board President. The Vice President of Policy & Administration shall normally accede to the office of board President should the President not be able to complete their term.

a. Vice President of Policy & Administration

The Vice President of Policy & Administration will assist in matters of the affiliate local and national councils and organizations, and will oversee committees as assigned by the President.

b. Vice President of Member Outreach

The Vice President of Member Outreach will chair the convention planning committee, will act as parliamentarian of meetings of the board of directors, and will oversee or serve on committees as assigned by the President.

6.06 Secretary

The Secretary shall keep or cause to be kept organized minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board President. The Secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the Secretary. Additionally, the Secretary shall oversee or serve on committees as assigned by the President.

6.07 Treasurer

The Treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The Treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors. The Treasurer shall perform all duties properly required by the board of directors or the board President. The Treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer. The Treasurer shall oversee or serve on committees as assigned by the President.

6.08 Non-Director Officers

The board of directors may designate additional non-voting officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation, may include the position of Past-President.

ARTICLE VII – CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.05 Indemnification

a. Mandatory Indemnification

The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings

b. Permissible Indemnification

The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

c. Advance for Expenses

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of

- i. a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and

- ii. an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.
- d. **Indemnification of Officers, Agents and Employees**

An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with New York State Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

7.06 Fiscal Controls

The council will maintain a set of fiscal controls and policies designed to comply with NYS and US law and to make sure all funds are thoroughly accounted for.

ARTICLE VIII – MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by the board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from July 1 to June 30 of each year.

8.03 Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

8.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of NYSCSS not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the board, provided, however,

- a. that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- b. that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a board meeting.
- c. that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX – COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, NYSCSS shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury’s publication the “Voluntary Best Practice for US. Based Charities” is not mandatory, NYSCSS willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

NYSCSS shall also comply and put into practice the federal guidelines, suggestions, laws and limitations set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X – DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of NYSCSS records.

10.02 Policy

Section 1. General Guidelines.

Records should not be kept if they are no longer needed for the operation of the business or required by law. From time to time, NYSCSS may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors. Unnecessary records should be eliminated from the files, recycled or shredded as confidentiality may require.

Section 2. Exception for Litigation Relevant Documents.

NYSCSS expects all officers, directors, and employees to fully comply with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the NYSCSS informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

a. Corporate Documents

Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

b. Tax Records

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

b. Employment Records/Personnel Records

State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

c. Board and Board Committee Materials

Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other board and board committee materials should be kept for no less than three years by the corporation.

d. Press Releases/Public Filings

The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

e. Legal Files

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

f. Marketing and Sales Documents

The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

g. Development/Intellectual Property and Trade Secrets

Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

- i. derives independent economic value from the secrecy of the information; and
- ii. has taken affirmative steps to keep the information confidential. The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

h. Contracts

Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

- i. Correspondence
Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- j. Banking and Accounting
Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- k. Insurance
Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- l. Audit Records
External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail

Email that needs to be saved should be either:

- i. printed in hard copy and kept in the appropriate file;
- ii. stored in the organizational “cloud drive”; or
- iii. downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

ARTICLE XI – TRANSPARENCY AND ACCOUNTABILITY DISCLOSURE OF FINANCIAL INFORMATION WITH THE GENERAL PUBLIC

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, NYSCSS practices and encourages transparency and accountability to the general public. This policy will:

- indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public
- indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
- specify the procedures whereby the open/closed status of documents and materials can be altered. The details of this policy are as follows:

11.02 Financial and IRS documents (The form 1023 and the form 990)

NYSCSS shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

NYSCSS shall make “Widely Available” the aforementioned documents on its internet website: www.nyscss.org to be viewed and inspected by the general public.

- The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).

- The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- NYSCSS shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- NYSCSS shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

11.04 IRS Annual Information Returns (Form 990)

NYSCSS shall submit the Form 990 to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

- All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to enter into Executive Session.

11.06 Staff Records

- All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.
- Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that
- Staff records shall be made available to the board when requested.

11.07 Donor Records

- All donor records shall be available for consultation by the members and donors concerned or by their legal representatives
- No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that;
- donor records shall be made available to the board when requested.

ARTICLE XII – CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

NYSCSS requires and encourages directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of NYSCSS to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

12.02 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of NYSCSS is in violation of law, a written complaint must be filed by that person with the ranking vice President or the board President.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be subject to civil and criminal review.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of NYSCSS and provides the NYSCSS with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

NYSCSS shall not retaliate against any director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of NYSCSS or of another individual or entity with whom NYSCSS has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

NYSCSS shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of NYSCSS that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Handling of Reported Violations

The board President or Treasurer shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staff or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII – AMENDMENTS OF CHARTER

13.01 Amendment

Any amendment to the Charter may be adopted by approval of two-thirds (2/3) of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of NYSCSS were approved by the NYSCSS board of directors on XX, XX, 20XX and constitute a complete copy of the Bylaws of the corporation.

Earl G. Oehl [Secretary's Name], Secretary

Date: 1/16/2021