



By-Laws of the Business Affairs Council

New York State Association of Independent Schools

Purpose: The Business Affairs Council (BAC) shall be a standing committee of the New York State Association of Independent Schools (NYS AIS). The primary purpose of the BAC shall be to support the business management of schools, and assist and advise the Executive Director and Board of Trustees on these matters. Major functions of this committee shall be to provide professional development opportunities for business officers; to provide counsel to member schools in need of management support; to act as a catalyst and resource for regional business associations; to stimulate research and development; to plan and execute the annual business managers' conference; to promote communication on business affairs on the BAC community space; and to provide such other services as Trustees of NYSAIS may from time to time request.

Membership: The BAC shall consist of not less than 12 or more than 15 voting members chosen from among Business Officers of NYSAIS member schools. Up to three (3) Business Officers from New York State non-member schools may join the Business Affairs Council as non-voting members, subject to the same term limits as voting members. The members shall be divided into three equal classes, each member shall be approved by the Executive Director of NYSAIS for a three year term. Every effort will be made to balance the membership from different parts of the State. No member may serve more than two successive terms. Any member may be appointed to a third term if at least one year has elapsed following expiration of a second term. Members must participate in at least 50% of the meetings in any one school year. Participation is defined as attending meetings in person or via phone or video conference. The BAC reserves the right to ask any member who fails to meet this requirement to resign. After resignation the individual is eligible to return to the BAC after a period of no less than one year, subject to the BAC's approval and an available opening.

A Head of School may be appointed from time to time, as appropriate, by the Executive Director of NYSAIS to serve on the committee as a liaison to the Heads of School.

The BAC may invite other administrators from NYSAIS schools; schools that are not currently represented on the BAC, to serve on the Council (e.g. COO, Human Resource Director, Facilities Director, IT Director, etc.). With approval from a two-third majority of the BAC, up to four additional administrators may serve at one time. To assure school diversity, additional administrators should represent a variety of schools. A term for additional administrators will be three years with an option to renew. Fully elected additional administrators will have voting membership. All Membership terms described above apply to these additional administrators.

The Executive Director of NYSAIS shall be an ex-officio member of the Council.

Officers: The Membership Committee will propose a slate of officers each year for approval by the BAC at the meeting immediately prior to the annual conference. The BAC shall choose from among its members (not including those serving as additional administrators) a Chair, Vice-Chair and Secretary, each to serve for two years. Any individual may serve more than two consecutive years as an officer, provided the individual does not hold the same position for more than two consecutive years. Each such officer shall have such authority and perform such duties that generally pertain to their respective offices.

1. Succession of Officers: Should the Chair resign during his/her term but prior to the annual conference, the Vice-Chair shall immediately step into the role of Chair and request a nomination, from BAC members, for a new Vice-Chair to fulfill the term of the resigning officer. Should either the Vice-Chair or Secretary resign during his/him term but prior to the annual conference, the Chair will request a nomination, from BAC members, of a person(s) to fulfill the term of the resigning officer. The BAC will approve such nominations by proxy vote.
2. Sub-Committees: Each sub-committee shall have a chair and a vice-chair, to be appointed by the BAC chair. At the discretion of the sub-committee chair, former members or former additional administrators may continue to serve as co-opted members of the following sub- committees: Conference, Communications, Research and Development. There shall be standing committees to perform the following functions:

Membership Committee – This committee shall suggest persons for appointment to the Council and shall each year propose a slate of officers to the BAC for the following year. This committee also acclimates new members as well as provides mentoring opportunities for business officers.

Research and Development Committee – This committee shall research issues of interest and concern to business officers of independent schools, report on the results of such research to the member schools, and where appropriate, recommend a course of

action.

Conference Committee – This committee is responsible for planning and executing the annual Business Officers conference with the assistance of the office of the Executive Director of NYSAIS.

Communications Committee – This committee shall report to the member schools on the activities of the BAC and on issues of interest to business officers. This committee also organizes regional networking events.

The Chair of the BAC may from time to time appoint other committees for the purpose of carrying forward the activities of the Council.

3. Amendments: The By-laws of the BAC may be amended at any time by a two-thirds vote of its members providing that any such change must be approved by the Executive Director of NYSAIS.

January 1988

Amended November 2003

Amended April 2004

Amended May 2011

Amended January 2013

Amended January 2018

Amended June 2021