

**BY-LAWS for**  
**NEW YORK CHAPTER**  
**AMERICAN ASSOCIATION FOR PUBLIC OPINION RESEARCH**

**ARTICLE I: NAME and OFFICES**

- Section 1.            Name.    The name of the organization shall be the New York Chapter of the American Association for Public Opinion Research (NYAAPOR).
- Section 2.            Chapter Activities.    Chapter activities and operations will be consistent with the policies and purposes of NYAAPOR, as expressed in its Certificate of Incorporation, and with Article VII of the Bylaws of national AAPOR. (Check Article VII)
- Section 3.            Principal Office.    The principal office of the New York Chapter of AAPOR shall be at the office of the President.
- Section 4.            Other Offices.    NYAAPOR may have offices at such other place or places as from time to time the Executive Council may determine or the business of NYAAPOR may require.

**ARTICLE II: MEMBERS**

- Section 1.            Membership Qualification.    Any person professionally engaged or interested in research or study in the field of public opinion and social behavior, and who has read and subscribes to the Code of Professional Ethics and Practices of national AAPOR, shall be eligible for membership in NYAAPOR. Acceptance of membership is premised upon completion of an application form and payment of dues if required by class of membership
- Section 2.            Classes of Membership.    NYAAPOR shall have three classes of members: (1) Regular members 2), Honorary Life Members and 3) student members. An Honorary Life Member is a person so designated by national AAPOR who lives or works in the tri-state area and has requested HLM status in NYAAPOR. Dues are waived for HLM members.
- Section 3.            Termination of Membership.    The membership of any member may be terminated by the Executive Council if such member has not paid dues within six (6) months from the assessment thereof or for cause

**ARTICLE III: MEETINGS OF MEMBERS**

Section 1. Special Meetings. A special meeting of the members for any purpose, unless otherwise prescribed herein, may be called at any time by the Chapter President or by order of the Executive Council and shall be called by the President or Secretary-Treasurer upon the request in writing of ten (10) members entitled to vote thereat. This meeting shall be held after prior notice to the membership of at least ten (10) days.

Section 2. Voting. All members of NYAAPOR, except Student members for whom membership dues have been waived, shall be entitled to vote for the election of NYAAPOR officers

Section 3 List of Members. The Membership Chair, or agent, shall maintain a complete list of the members entitled to vote at any election. This list shall be available to members upon twenty (20) days notice.

**ARTICLE IV: EXECUTIVE COUNCIL**

Section 1. General Powers. The property, affairs and business of NYAAPOR shall be managed by the Executive Council.

Section 2. Number, Election, Qualifications. The Executive Council shall comprise the President, Vice President, Past President, Secretary-Treasurer, Associate Secretary-Treasurer, Program Chair, Associate Program Chair, Membership Chair, Associate Membership Chair, Communications Chair, and Councilor-at-Large.

Section 3. Committee on Nominations and Elections After the first of the year, an announcement shall be distributed to the membership inviting nominations from qualified NYAAPOR members for the offices which will become vacant. These nominations petitions from the membership must be endorsed by at least twenty (20) qualified NYAAPOR voting members.

The Committee on Nominations, consisting of the immediate Past President, the Membership Chair and one other voting member chosen by a majority vote of the Executive Council, shall prepare a slate of nominations.

To hold elected office in NYAAPOR, an individual must be a member in good standing of both national AAPOR and NYAAPOR.

A slate of nominations will include the following candidates: (1) those chosen by the Nominations Committee and submitted to the Executive Council for its approval, and (2) candidates who have been nominated by petition.

Following the approval of the slate, biographical sketches of the candidates shall be made available to all members. Voting shall be conducted via a secure method, with balloting open for at least a two (2) week period. Results of the election will be delivered by the election administrator to the President, who will deliver them at a full meeting of the Executive Council.

The manner in which information shall be distributed and voting shall be conducted shall be determined by the election administrator, with the consent of the Council, and with a view toward using the most secure and inclusive methods and technologies available.

#### Section 4.

Term of Office. The term of office of each Executive Council member shall commence on July 1st:

(a) The Vice President shall have a term of office of one year at the end of which he or she shall become President. The President shall have a term of office of one year at the end of which he or she shall become Past President. The Past President shall have a term of office of one year.

(b) The Associate Secretary-Treasurer shall have a term of office of one year at the end of which he or she shall become Secretary-Treasurer. The Secretary-Treasurer shall have a term of office of one year. The Associate Program Chair shall have a term of office of one year at the end of which he or she shall become Program Chair. The Program Chair shall have a term of office of one year. The Associate Membership Chair shall have a term of office of one year at the end of which he or she shall become Membership Chair. The Membership Chair shall have a term of office of one year. The Communications Chair shall have a term of office of two years. The Councilor-at-Large shall have a term of office of two years. The terms of office of the Communications Chair and Councilor at large shall, to the extent practicable, be staggered so that they do not expire in the same years.

Section 5.            Resignation. Any Executive Council member of NYAAPOR may resign as an officer or chair at any time by giving written notice to the President of NYAAPOR. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

Section 6.            Removal. In the event a Council member is considered unfit, unwilling, or unable to fulfill his or her duties, the Council may vote to remove that member by a two-thirds majority.

Section 7.            Vacancies. Any vacancy in the Executive Council, except the office of Past President, caused by death, resignation, disqualification, removal, or any other cause, if not filled by the progression described in Section 4 of this Article, shall be filled by a vote of a majority of the remaining Executive Council members. Each Executive Council member chosen by a vote of the Executive Council or by the progression described in Section 4 of this Article shall also succeed to the office or chair to which elected, until expiration of the predecessor's term. If the office of President shall become vacant, the Vice-President shall become President and hold such office until the expiration of the predecessor's term of office, at which time he or she shall assume the office to which he or she was elected. If the office of Past President shall become vacant the President shall assume the duties of the office.

Section 8.            Place of Meetings. Except as otherwise provided by the Bylaws, the Executive Council may hold its meetings where convenient and keep the books and records of NYAAPOR at such place or places as the Executive Council may from time to time determine.

Section 9.            Regular Meetings. Regular meetings of the Executive Council may be held at such places and at such times as the Executive Council shall determine and shall be held at least once a year.

Section 10.           Quorum and Manner of Acting. Except as otherwise provided by the Bylaws, a majority of the total number of Executive Council members shall be required to constitute a quorum for the transaction of business at any meeting of the Council, and the act of a majority of the Executive Council members present at any meeting at which a quorum shall be present shall be the act of the Executive Council. Once a quorum has been determined, the Council may transact business at any meeting for which prior notice has been given. Only officers elected by the members, or elected by the Executive Council to fill vacancies (as provided in Article IV Section 6) may vote on Executive Council business. Roberts Rules of Order shall prevail at meetings of the Executive Council and members.

Section 11.            Remuneration.     Executive Council members and/or members of NYAAPOR Committees shall not receive any salary for their services, but by resolution of the Executive Council, a fixed sum and/or reimbursement of expenses incurred may be allowed. Nothing herein contained shall be construed to preclude a member from serving NYAAPOR in another capacity and receiving remuneration for such services.

Section 12.            Action by Consent.   Any action required or permitted to be taken at any meeting of the Executive Council, or of any committee thereof, may be taken without convening a meeting, if prior to such action a written consent thereto is received from all available members of the Executive Council or by a specified committee, and such written consent is filed with the minutes of proceedings of the Executive Council or that committee. Every reasonable and diligent effort must be made to reach all members of Council.

Section 13.            Committees.     The Executive Council may establish such committees of the Executive Council having such duties and powers as it may deem appropriate. The terms of office of each committee and committee chairpersons shall be set by the Council. A majority of all the members of any such committee may fix its rules of procedure, determine its action, fix the time and place of its meetings and specify what notice thereof, if any, shall be given, unless the Executive Council shall otherwise provide. The Executive Council may change the members of any committee with or without cause at any time.

**ARTICLE V:            OFFICERS**

Section 1.            Number.     The officers of NYAAPOR shall be a President, Vice-President, Past President, Secretary-Treasurer, Associate Secretary-Treasurer, Program Chair, Associate Program Chair, Membership Chair, Associate Membership Chair, Communications Chair, Councilor-at-Large and such other officers and agents as may be appointed by the Executive Council pursuant to Section 2 of this Article.

Section 2.            Other Officers and agents.   NYAAPOR may have such other non-voting officers and agents as may be deemed necessary by the Executive Council. Such other officers and agents shall be appointed in such manner, have such duties, and hold office for such term as may be determined by the Executive Council.

Section 3. President. The President shall be responsible for fulfilling the purposes of NYAAPOR, as described in Article I, Section 2 and Article II, Section 1 of these Bylaws. The President shall serve as Chair of the Executive Council and as the official representative of NYAAPOR in its relations with other organizations and the public.

Section 4. Vice President. In the event of the temporary absence or disability of the President, the Vice President shall perform all duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President. Except where by law the signature of the President is required, the Vice President shall possess the same power as the President to sign certificates, contracts, obligations and other instructions of NYAAPOR.

Section 5. Secretary-Treasurer. The Secretary-Treasurer shall keep and disburse the moneys of NYAAPOR as directed by the Executive Council, keep detailed accounts, and render to the President and to the Executive Council at the regular meetings thereof, or whenever requested by them, reports of all financial transactions and of the financial condition of NYAAPOR. He or she shall also insure that NYAAPOR shall (i) properly prepare and timely file all tax forms, returns and payments and (ii) obtain and timely pay all premiums due with respect to, its insurance policies and coverages.

The Secretary-Treasurer shall prepare an annual report of NYAAPOR finances, activities and membership to be submitted to AAPOR in compliance with chapter status. He or she shall archive them at the end of the fiscal year.

Section 6. Associate Secretary-Treasurer. The Associate Secretary-Treasurer shall keep the minutes of all proceedings of the meetings of the Executive Council. He or she shall archive the minutes at the end of the fiscal year. In the event of the temporary absence or disability of the Secretary-Treasurer, the Associate Secretary-Treasurer shall perform all the duties and take on all the responsibilities of the Secretary-Treasurer. The Associate Secretary shall assist the Secretary-Treasurer in all the functions assigned to that office.

Section 7. Program Chair. The Program Chair shall be responsible for the planning, scheduling of all NYAAPOR membership meetings, conferences and programs. These plans are to be prepared and submitted by the Program Chair to the Executive Council for approval prior to scheduling. He or she also is responsible for preparing the text of program announcements.

Section 8.                    Associate Program Chair. The Associate Program Chair is responsible for actively assisting the Program Chair. In the event of the temporary absence or disability of the Program Chair, the Associate Program Chair shall perform all the duties and take on all the responsibilities of the Program Chair.

Section 9.                    Membership Chair.    The Membership Chair shall be responsible for developing programs to attract new members to NYAAPOR and for maintaining membership levels. The Membership Chair shall also be responsible for all communications with national AAPOR regarding membership, NYAAPOR nominations for office and election results.

Section 10.                  Associate Membership Chair. The Associate Membership Chair is responsible for actively assisting the Membership Chair. In the event of the temporary absence or disability of the Membership Chair, the Associate Membership Chair shall perform all the duties and take on all the responsibilities of the Membership Chair.

Section 11.                  Communications Chair. The Communications Chair shall be responsible for the preparation and dissemination of NYAAPOR news and information. The Communications Chair also shall be responsible for any publicity activity, NYAAPOR wishes to undertake.

Section 12.                  The Councilor-at-Large. The Councilor-at-Large, often an experienced NYAAPOR member, shall advise the Executive Council on questions and issues that arise in the course of conducting NYAAPOR business and activities.

Section 13.                  Past President. The Past President shall be a member of the Executive Council, and shall chair the Committee on Nominations. The Past President is not eligible to run for office for the year he or she chairs the nomination committee. Other duties involve assisting the President and other Council members as deemed appropriate.

**ARTICLE VI:**                **DUES**

The Executive Council shall establish a schedule of membership dues annually. Dues shall be collected by NYAAPOR for the conducting of NYAAPOR business and for the purpose of funding Chapter programs. The membership year shall in no event be less than a twelve (12) month period. The membership year shall initially run from January 1st through December 31, subject to change by the Council.

**ARTICLE VII: FINANCES.**

Section 1. Checks, Contracts, etc. All checks, drafts, bills of exchange, or other orders for the payment of money over \$2,000 issued in the name of NYAAPOR shall be signed on behalf of NYAAPOR by any two NYAAPOR officers or agents authorized by Council to conduct the financial affairs of the chapter. No officer, agent, or employee except the President or Vice-President, upon written authorization of the Executive Council, shall have any power or authority to bind NYAAPOR to any contract or engagement or to pledge its credit or to cause it to incur or assume any financial obligation. .

Section 2. Loans. No loan or advance shall be contracted on behalf of NYAAPOR unless authorized by the Executive Council. Loans and advances so authorized by the Executive Council may be effected at any time for NYAAPOR from any bank, trust company, or other institution, or from any firm, corporation or individual. All bonds, notes, other obligations, or evidences of indebtedness of NYAAPOR issued for such loans and advances shall be made, executed and delivered by two persons, one of whom shall be the President or Vice-President and the other shall be the Secretary-Treasurer. When so authorized by the Executive Council, any and all stocks, securities and other property held or owned by NYAAPOR may be pledged, hypothecated and transferred as security for the payment of any and all loans, advances, indebtedness and liabilities of NYAAPOR and of the interest thereon, and to that end may be endorsed, assigned and delivered by the President or Vice-President. No member of NYAAPOR, nor any member of the Executive Council, shall be liable for or obligated with respect to any debt, liability, or obligation of NYAAPOR to any extent whatsoever.

Section 3. Deposits. All funds of NYAAPOR not otherwise employed shall be deposited to the credit of NYAAPOR in such banks, trust companies or other depositories as the Executive Council may select. The Executive Council may make such special rules and regulations with respect to such bank accounts, not inconsistent with the provisions of these Bylaws, as it may deem expedient. For the purpose of deposit and the purpose of collection for the account of NYAAPOR, checks, drafts, and other orders for the payment of moneys which are payable to the order of NYAAPOR shall be endorsed, assigned and delivered by either the President, Vice-President or the Secretary-Treasurer, or their agents.

**ARTICLE VIII:**      **FISCAL YEAR**

The fiscal year of NYAAPOR shall initially be from July 1 to June 30 and is subject to change by the Executive Council.

**ARTICLE IX:**      **AMENDMENTS**

These Bylaws shall be subject to alteration, amendment, or repeal and new Bylaws not inconsistent with any provisions of the AAPOR Certificate of Incorporation may be made. Except as provided in these Bylaws, no amendment, change, alteration, or repeal of any provision of these Bylaws, shall be made or shall become effective unless it shall have been approved by a vote of two-thirds of the eligible voting members of NYAAPOR.

Changes to the Bylaws may be proposed by either the Executive Council or ten (10) percent of the members entitled to vote.

If Council proposes changes to the Bylaws or receives proposed changes submitted by not less than ten (10) percent of the membership, then Council must submit the changes to the members for a vote within forty-five (45) days from receipt of the changes. The period for voting shall be at least two weeks.

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