

EMPIRE STATE SAFETY ASSOCIATION
(ESSA)

CONSTITUTION AND BY-LAWS

ARTICLE 1

NAME

SECTION 1. This organization will be known as the "Empire State Safety Association".

PURPOSES

SECTION 2. It will be the purpose of this organization to:

- a. Serve as a forum for all New York State municipalities to exchange ideas about uniformity and simplicity in routine methods and procedures, with a view toward improvement; and
- b. Develop a better understanding of the nature and functions of safety programs; and
- c. Study and develop more efficiency in the development and implementation of safety management programs; and
- d. Educate the membership in the application of the techniques of safety management to further improve their safety programs; and
- e. Supply to its members information on the most current legislation or laws, assist them in solving their individual problems, and cooperate with them to foster among executives, the public, and members of the Association, a better understanding of the vital role and the proper relationship of safety managers to government management; and
- f. Prepare and submit to the governing body of the State of New York recommendations pertaining to legislation affecting the safety programs of the membership; and
- g. Cooperate with other similar organizations with similar ideas.

ARTICLE II

MEMBERSHIP AND DUES

- SECTION 1.**
- a. Active members will be those municipalities within the State of New York whose dues are paid. Each municipality will have only one voting member.
 - b. Non-voting non-municipal membership will be open to people other than municipalities subject to the approval of the Board of Directors.
 - c. Lifetime membership will be subject to the approval of the Board of Directors. Those desiring lifetime membership status shall submit intent for review by the Board of Directors upon retirement from service. (Appendix A) Lifetime members will be non-voting members and will be eligible to attend ESSA events with the registration fee waived.
- SECTION 2.**
- a. Effective January 1, 2024 Dues for municipal membership will be sixty dollars (\$60.00) annually on the calendar year, payable to the Treasurer upon receipt of billing for the same.
 - b. Dues for non-municipal membership will be one hundred twenty dollars (\$120.00) annually on the calendar year, payable to the Treasurer upon receipt of billing for the same.
 - c. Any member who has not paid the annual dues by April 1 of the current year will be deleted from the membership roster and mailing list.
 - d. Dues for lifetime members will be zero (\$0) annually.
 - e. Dues are due January 1 of each year and expire on December 31 of each year.

ARTICLE III

MEETINGS

- SECTION 1.**
- There will be a minimum of one (1) meeting per year at a place and on a date to be decided by a vote of the Board of Directors. If there is more than one meeting per year, the Annual Meeting of the Association shall be held at a date designated by the Board of Directors.
- SECTION 2.**
- The Board of Directors of the Association shall determine the rules of conduct and procedures or, in the absence of such rules, Roberts' Rules of Order shall control.

SECTION 3. Meetings will consist of sessions dedicated to the interests of safety managers. The Board of Directors has the prerogative to change the agenda if it deems necessary.

ARTICLE IV

OFFICERS AND DIRECTORS

SECTION 1. Officers shall consist of a President, Immediate Past President, a Vice President, a Secretary, and a Treasurer.

SECTION 2. Elections shall be held at the Annual Meeting of the Association.

SECTION 3. The President will preside at all meetings of the Association and the Board of Directors. The President will appoint all committees except the Nominating Committee and will serve as an ex-officio member of each, except the Nominating Committee.

SECTION 4. Upon completion of their term, the immediate Past President shall be invited to serve on the Board of Directors in an ex officio, non-voting capacity for a period of one (1) year. This role is intended to provide continuity, institutional knowledge, and advisory support to the Board. The Past President may participate in board meetings and discussions but shall not have voting rights.

SECTION 5. The Vice President will succeed to the duties of President in case of his or her absence or disability.

SECTION 6. The Secretary will record all proceedings of the Association and maintain a record thereof. A copy of these proceedings will be provided to each Director for their approval and copies made available to each member.

SECTION 7. The Treasurer will be custodian of all Association funds, will keep an account of all financial transactions, and will file a report at each Board and/or Membership Meetings.

SECTION 8. All Officers shall be elected to serve two (2) year terms.

SECTION 9. All Officers must maintain their current membership, or the position will be declared vacant on April 1 when the Treasurer updates the membership roster.

ARTICLE V
BOARD OF DIRECTORS

- SECTION 1.** Effective January 1, 2024 the Board of Directors will be composed of the officers of the organization plus five (5) other members.
- SECTION 2.** All Directors shall be elected to serve two (2) year terms following the expiration of the current term.
- SECTION 3.** The Board of Directors and the Officers will have charge of the affairs of the Association when it is not in session.
- SECTION 4.** The Board of Directors and the Officers will meet as required.
- SECTION 5.** All Directors must maintain their current membership, or the position will be declared vacant on April 1 when the Treasurer updates the membership roster.
- SECTION 6.** Any Board member who is absent from three (3) regular Board meetings without a valid, pre-approved excuse, as determined by the President, may be subject to removal from their position by a two-thirds (2/3) vote of the remaining Board members present at a duly noticed meeting.

ARTICLE VI

NOMINATIONS

- SECTION 1.** Nominations of officers and members of the Board of Directors will be made by the Nominating Committee. That Committee will consist of three (3) active members of the Association, other than officers and members of the Board of Directors and will be chosen by the Board of Directors. Additional nominations may be made from the floor.

ARTICLE VII

VACANCIES

SECTION 1. Vacancies, except in the case of the President, will be filled by appointment of the Board of Directors within thirty (30) days of the occurrence of said vacancy. The person so appointed by the Board of Directors shall finish the unexpired term of the vacant position.

Amended October 19, 2023 effective January 1, 2024

Amended November 13, 2024 effective January 1, 2025

Amended October 21, 2025 effective January 1, 2026