



Exploring the World of Science

New York State Science Olympiad, Inc.
4835 Sweet Road
Manlius, New York 13104-1415
www.newyorkscioly.org

General Policy and Operating Procedure:

Since its foundation in 1993, New York State Science Olympiad, Inc. ("NYSSO"), has experienced extensive growth and sustained success.

Due to the hard work and dedication of its founders, directors, and volunteers, NYSSO has succeeded in making New York a competitive, respected, and vibrant tournament state.

Over the years, and in keeping with NYSSO By-Laws, many policies and operating procedures have been adopted, amended, modified, and repealed. The purpose of this General Policy and Operating Procedure is to resolve any inconsistencies that may have arisen over the years of NYSSO's existence.

THEREFORE,

- 1) Any and all past policies and/or operating procedures that are not expressly adopted or re-adopted, either in form or substance, by the NYSSO Board of Directors (the "Board") on July 21, 2017, or at some and any time thereafter, are, at the Board's convenience, hereby conditionally suspended.
- 2) For the purpose of this general policy and operating procedure and all other policies and operating procedures adopted by the Board, on or after July 21, 2017, the terms "policy" and "operating procedure" shall be construed to have the same definition.
- 3) The Board's Secretary shall maintain any and all policies and/or operating procedures adopted by the Board on or after July 21, 2017. And shall:
 - a) Maintain any and all policies and/or operating procedures in a book for that purpose;
 - b) Maintain a classification system for any and all policies and/or operating procedures;
 - c) Distribute any and all policies and/or operating procedures to all current members of the Board; and
 - d) Pursuant to the Board's request, cause any and all policies and/or operating procedures to be posted on the NYSSO website.

4) Policy and Operating Procedure Formatting:

- a) Any and all policies and/or operating procedures adopted by the Board, on or after July 21, 2017, shall be titled according to the Board's request and discretion.
- b) And shall:
 - i) Bear the corporate letterhead, address, etc. of NYSSO;
 - ii) Be in 11-point, Arial font, and include a page number;
 - iii) Bear the date of its adoption by the Board;
 - iv) Bear the signature (either original or electronic) of the Board's Secretary; and
 - v) Follow the general formatting used in this General Policy and Operating Procedure.

FINALLY,

- 1) NYSSO's Board of Directors reserves the right to amend, repeal, and/or supplement all policies and/or operating procedures in accordance with its By-Laws and without notice.
- 2) Any and all policies and/or operating procedures shall, and at all times, be interpreted and construed in favor of the NYSSO Board of Directors.
- 3) The above shall apply to those policies and/or operating procedures adopted before, on, and after July 21, 2017.

Any questions or concerns regarding this policy should be directed to the President and the Secretary of NYSSO's Board of Directors.

Submitted, Reviewed, and Approved by NYSSO BOD Dated: Saturday, September 9, 2017	<p style="text-align: center;"><u><i>/s/ John J. Beauregard</i></u> John J. Beauregard, Secretary NYSSO Board of Directors</p>
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