

BYLAWS

Article I - Meetings

Section 1: Executive Committee

The Executive Committee shall meet at the call of the President, or at the request of any three members of the Committee.

Section 2: General Membership

- a. The Executive Committee shall arrange at least three meetings of the members each year.
- b. Special meetings of the membership may be called by the President, or upon request of one-quarter of the members for a specific purpose; but no business other than that for which the meeting is called may be transacted.
- c. At least one week prior to each general membership meeting, the Secretary shall notify all members of the time and place of said meeting.

Section 4: The order of business at any regular General Membership meeting shall be as follows:

- a. Call to Order
- b. Approval of Minutes
- c. Correspondence
- d. Report of Treasurer
- e. Reports of Standing Committees
- f. Reports of Special Committees
- g. Old Business
- h. New Business
- i. Adjournment

Article II - Quorum

Section 1: A majority of the Executive Committee members shall constitute a quorum for the Executive Committee meetings.

Section 2: The members present shall constitute a quorum for the General Membership meetings.

Article III - Powers and Duties of the Officers

Section 1: President - The President shall:

- a. Preside over all meetings of the Executive Committee, and General Membership
- b. Appoint the chairperson and members of all standing committees and special committees with the approval of the Executive Committee not otherwise provided for in the Constitution and Bylaws
- c. Be ex-officio a member of all committees
- d. With the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted
- e. Represent the Association before the public either personally or through a designated representative
- f. Perform all other functions usually attributed to the office.

Section 2: Vice President - The Vice President shall:

- a. Assume all duties of the President in his or her absence and work closely with one or more standing committees as the President may suggest
- b. Become President whenever the presidency becomes vacant as provided for in Article V, Section 5 of the Constitution
- c. Be an ex-officio member of the Negotiations and Grievance Committees.

Section 3: Corresponding Secretary - The Corresponding Secretary shall:

- a. Be responsible for handling all correspondence for the Association
- b. As directed by the President and Executive Committee, carry on the affairs of the Association
- c. Notify the appropriate members as to the time and place of the Executive Committee, and General Membership meetings at least seven (7) calendar days prior to the meetings.

Section 4: Recording Secretary - The Recording Secretary shall:

- a. Keep accurate minutes of all of the Executive Committee, and General Membership meetings
- b. Shall maintain the official files
- c. Distribute minutes to all members within ten (10) days following the Executive Committee, and General Membership meetings
- d. Distribute copies of all proposed amendments to the Constitution as prescribed in Article VII of the Constitution.

Section 5: Treasurer - The Treasurer shall:

- a. Be responsible for collection of all dues
- b. Deposit all monies in a bank, in the name of the Association
- c. Notify NJEA of name of bank in which Association dues are deposited
- d. Hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President
- e. Sign all checks along with the President
- f. Report at each meeting of the Executive Committee, and General Membership

- g. Prepare an annual financial statement which shall be distributed to all members.
- h. File the appropriate Federal and State forms
- i. Serve on the Budget Committee
- j. Be bonded for such amount as may be determined by the Executive Committee from time to time.

Article IV - Powers and Duties of the Executive Committee

Section 1: The Executive Committee shall:

- a. Approve the budget
- b. Set the dues for the Association.
- c. Act on reports from committees
- d. Establish the policies of the Association
- e. Adopt rules for governing and the conduct of meeting as are consistent with this Constitution and Bylaws.
- f. Be the final judge of qualifications and elections of officers, committee members and faculty representatives.
- g. Be responsible for the management of the Association.
- h. Authorize all expenditures within the limits of the budget.
- i. By a two-thirds vote authorize the spending of money for non-budgeted items not to exceed \$300 in any one case. Disbursements in excess of \$300 must have the approval of the general membership present at meetings.
- j. Propose policies for consideration by the general membership.
- k. execute policies established by the general membership.
- l. cause to be reported to the general membership its transactions.
- m. establish such special committees as may be necessary.
- n. set the agenda for all general membership meetings.

Section 2: In the event of vacancy in the office of the President, the Vice President shall become President and serve until the next annual election.

Section 3: Whenever the offices of both the President and Vice President shall become vacant between elections except as provided in Article V, Section 5 of the Constitution, the remaining members of the Executive Committee shall choose one of their members to serve as President pro temp until the next annual election.

Article V Committees

Section 1: Structure

There shall be standing committees carrying the specific functions listed below. They shall have at least four members, selected to be broadly representative of all divisions appointed for overlapping terms of two years.

Section 2: Appointment

The President, with the advice and consent of the Executive Committee, shall appoint members of the standing committee at the regular meeting in April and fill all unexpired terms as vacancies occur.

Section 3: Meetings

Each standing committee shall meet according to a calendar developed by the committee.

Section 4: Reports

Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee, and the general membership and shall prepare an annual written report which shall become a part of the continuing committee record in the Association files.

Section 5: Committee Title and Duties

The NEGOTIATIONS COMMITTEE shall survey the members and prepare a proposed package to be negotiated with the Board of Trustees by the Association's negotiating team in all areas of member welfare and general working conditions.

The PROFESSIONAL RIGHTS AND RESPONSIBILITIES COMMITTEE shall explore and prepare programs for securing satisfactory policies and procedures for the redress of grievances. It shall process all grievances filed in accordance with the Agreement and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights.

The SOCIAL COMMITTEE shall organize such social activities as may serve the needs of members and promote rapport within the Association.

Section 6: Special Committees

Each year the President shall appoint, with the approval of the Executive Committee, an Audit Committee and such other special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Committee. No officer shall serve on the Audit Committee. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to NJEA.

Article VII - Elections

Section 1: Nominations

- a. The President shall appoint an Election Committee in January which will solicit nominations from the membership for candidates for President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer.
- b. The Election Committee will contact nominees to ascertain their willingness to run.

Section 2: Voting

- a. The Election Committee will prepare a ballot which will be sent to all voting members by March 15. Completed ballot must be returned to the election committee no later than March 30.
- b. The Election Committee will tally the ballots and the result will be announced at the April meeting.
- c. Newly elected officers will be installed in May for a term of two years.

Article VIII - Fiscal Year

The fiscal year of the Association shall begin in September and end in June.

Article IX - Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Committee may adopt.

Article X - Amendments

Amendments to the Bylaws may be made by a two-thirds majority of the active members of the Association voting by mail, provided that each amendment has been previously introduced at a regular meeting of the Executive Committee and that copies have been distributed to each active member of the Association at least two (2) calendar weeks in advance of the deadline for submitting ballots.