

BYLAWS

ARTICLE I - NAME AND MISSION

Section 1: The name of the committee shall be known as the Professional Association Newsletter Committee. Membership is open to any and all interested individuals either through invitation or application to the committee chair.

Section 2. *The Professional Association Newsletter committee is responsible for publishing and distributing the Hudson County Community College Professional Association's Newsletter. The members of this committee write, edit, and solicit works to be published in the newsletter in addition to formatting and managing the printing process.*

ARTICLE II – COMMITTEE DUTIES AND RESPONSIBILITIES

Section 1: The Professional Association Newsletter Committee will publish at least one newsletter per semester. The frequency of newsletter publications may change depending on the needs of the Professional Association and the availability of content. The committee aims to provide a sense of community among Professional Association members and highlight important issues, updates, and accomplishments regarding labor, faculty, and the Professional Association's relationship with the college administration.

Section 2: No committee member shall voice an opinion or make a decision that represents the committee or Professional Association without a committee vote and approval of the PA executive committee.

ARTICLE III - MEMBERSHIP

Section 1: Membership on the Professional Association Newsletter committee shall be comprised of the following:

- a. Three (3) Executive Officers:
 - i. Chairperson
 - ii. Vice Chair
 - iii. Secretary
- b. Committee Members

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Article IV – MEETINGS

Section 1: Executive Committee

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

Section 2: General Membership

- a. The executive committee shall arrange at least (2) two meetings of the members each semester, with a preference to hold regularly monthly meetings when necessary.
- b. The first meetings of the fall and spring semesters shall take place in person. Subsequent meetings may take place in person, remotely, or hybrid.
- c. Special meetings of the membership may be called by the Chairperson, 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.
- d. At least one week prior to each general membership meeting, the Secretary shall notify all members of the time and place of said meeting.
- e. An agenda of the meeting shall be provided in advance of the meeting.
- f. The meetings shall be governed in accordance with Parliamentary Procedure
- g. Minutes shall be recorded at all meetings.

Section 3: The order of business of any regular General Membership meeting shall be as follows:

- a. Call to Order
- b. Approval of Minutes
- c. Report from the Chair
- d. Old Business
- e. New Business
- f. Adjournment

Article V - 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.

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Article VI - Powers and Duties of the Officers

Section 1: Chair – The Chair shall:

- a. Preside over all meetings of the Executive Committee and General Membership meetings.
- b. Appoint the chairperson and members of all subcommittees, ad hoc committees or task forces with the approval of the executive committee.
- c. Review all financial reports concerning the status of its budget.
- d. Provide the Vice Chair and Secretary with agenda items for executive and general membership meetings.
- e. Represent the committee publicly either personally or through a designated representative.
- f. Perform all other functions usually attributed to the office.
- g. Attend the Professional Association's monthly general membership meetings and provide the membership with a brief report of the Committee's work, events, and progress.

Section 2: The Vice Chair - The Vice Chair shall:

- a. Assume all duties of the Chair in her or his absence.
- b. Work closely with all subcommittees and scheduled events and provide reports of their development to the Chair.
- c. Become the Chair whenever the Chair becomes vacant.

Section 3: Secretary – The Secretary shall:

- a. Take minutes of all meetings as needed.
- b. Responsible for all correspondences of the Committee.
- c. As directed by the Committee Chair and Vice Chair, carry on the day-to-day affairs of the Committee.
- d. Notify appropriate members as to the time and place of the Executive Committee and General Membership meetings at least 7 calendar days prior to the meeting.
- e. Maintain official files.
- f. Distribute minutes to appropriate members 10 days following meetings.
- g. Distribute agenda to the Executive and General Membership committees.
- h. Post committee agenda, minutes, announcements, links, calendar events, and all other information relevant to the committee's business on the Professional Association's website or other official PA electronic social media.

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Article VII – Powers and Duties of the Executive Committee

Article 1: The Executive Committee shall:

- a. Be responsible for management of the Professional Association Newsletter Committee.
- b. Review all financial statements, receipts and budgetary reports.
- c. Act on all subcommittee reports.
- d. Establish policies of Committees.
- e. Plan all events.
- f. Propose policies for consideration by the general membership.
- g. Execute policies established by general membership.
- h. Establish subcommittees, ad hoc committees or task forces as necessary.
- i. Shall prepare agenda for Executive and General Membership meetings.

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

Article 3: Whenever the officers of both the Chair and Vice-Chair become vacant between elections the membership shall elect one of their members to serve as interim Chair until the next annual election.

Article VIII – Terms of Office

Section 1: A term of office is for two (2) years.

Section 2: Executive office holders are not subject to term limits.

Article IX – Elections

Section 1: All executive officers shall be elected by the membership of the Professional Association Newsletter Committee.

Section 2: Nominations

- a. *The Chair shall appoint an Elections Officer in January who shall solicit nominations from the membership for candidates for Chair, Vice-Chair, and Secretary.*
- b. *The Elections Officer will:*
 - i. *Be a committee member who is not currently serving as an executive officer of the Faculty-Student Relations Committee.*

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- ii. Contact nominees to ascertain their willingness to run.*
- c. Individual members can be nominated by other committee members or self-nominate.*

Section 3: Voting

- a. Elections will be determined by a simple majority and completed no later than May 1st.
- b. Newly elected officers will be installed in May for a term of two years.

Article X - Authority

All questions not covered in the Bylaws shall be settled either by a simple majority vote of the members or according to the most recent edition of Roberts Rules of Order as the parliamentary authority for the Committee.

Article XI – Amendments

Amendments to the bylaws may be made by a two-thirds majority of the active members of the Committee voting in person, by mail or email 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 Committee at least two (2) calendar weeks in advance of the deadline for submitting ballots.