

BY-LAWS OF THE ATLANTIC COUNTY COUNCIL OF EDUCATION ASSOCIATIONS

ARTICLE I – MEETINGS

Section 1 - Executive Board

The Executive Board shall meet the first Thursday of each month.

Section 2 - Officers

The officers shall meet on the last Tuesday of each month, at the call of the President, or at the request four officers.

Section 3 - Representative Council

- (a) Representative Council shall meet at least four times between the months of September and May. The agenda for each meeting shall be circulated to all members of the Council.
- (b) Special meetings of the Representative Council may be held at the call of the President or upon the written request to the Executive Board of ten voting members. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each Representative.

Section 3 - General Membership

General membership meetings shall be held at the call of the President.

ARTICLE II - QUORUM

Section 1 - A quorum for the Executive Board shall be one third of the voting members.

Section 2 - A quorum for committee meetings shall be determined by each individual committee.

Section 3 - A quorum for the Representative Council and/or General Membership meetings shall be those members present.

ARTICLE III - OFFICERS

Section 1 - President

The President shall preside over meetings of the Executive Board and Representative Council, appoint chair persons and members of all standing committee not otherwise provided for in the Constitution and By-Laws, appoint a Parliamentarian, be ex-officio member of standing committees, and shall be the executive officer of the association. The President shall represent the association before the public either personally or through his/her designated representative, and shall perform all other functions usually attributed to this office. This is a salary position.

Section 2 - First Vice President

- a) The First Vice President shall assume all duties of the President in his/her absence, and shall work closely with one or more standing committees as assigned by the President. The First Vice President shall become President whenever the Presidency becomes vacant as provided in Article IV, Section 2 of this Constitution. He/She shall receive and file report of all **state NJEA** committees. This is a salary position. See article 7 special committees.
- a) This officer will serve as the coordinator of the annual retirement celebration. This is a stipend position

Section 3 - Second Vice President

- a)The Second Vice President shall serve as liaison between the County and the local associations, and be responsible for educational public relations. This is a salary position.
- b)This officer will serve as the coordinator of the newsletter. See article 7 special committees.

Section 4- Recording Secretary

- a)The Recording Secretary shall keep an accurate account of all proceedings for the Representative Council and the Executive Board. He/she shall prepare the minutes of these proceedings for distributions to members of the Representative Council. This is a salary position.
- b) This officer will make arrangements for the hospitality suite at the NJEA convention.

Section 5 - Corresponding Secretary

- a)The Corresponding Secretary shall attend to all correspondence pertaining to the association. He/she shall notify all members of the Representative Council of meetings and provide them with minutes of the last meeting. This is a salary position.
- b)This officer will serve as the coordinator of the MallRead. See article 7 special committees.

Section 6- Treasurer

The Treasurer shall hold the funds of the association and disburse them upon authorization by the Executive Board. Two signatures are required on every check. President and Treasurer will be the designated signers. If the President is unavailable the 1st Vice President will be the second signer. He/she shall prepare and keep an accurate account of receipts and disbursements and shall give a monthly itemized report to the Executive Board and Rep Council. He/she shall assist in preparing an annual budget and shall prepare the books for yearly audit. This is a salary position. This officer will serve as the coordinator of the annual Celebration social. See article 7 special committees.

Section 7- Immediate Past President

The immediate Past President shall advise the Executive Board and assist the President at the latter's request. This is not a stipend office.

Section 8 - Terms and Successions

- (a) The officers will serve for two years (8/31-8/30) and may be re-elected without an intervening term.
- (b) Whenever the offices of both President and First Vice President shall become vacant between elections, except as provided in Article IV, Section 2 of the Constitution, the remaining members of the Executive Board shall choose one of their number to serve as President pro-tem until the Representative Council can fill the vacancies.

ARTICLE IV EXECUTIVE COMMITTEE MEMBER

- a) The Executive Committee member shall serve on the NJEA Executive Board, and act as liaison between the NJEA, the County Executive Board, and local affiliates.
- b) This person is responsible for producing the County Calendar book. This is a stipend position.

ARTICLE IV - THE EXECUTIVE BOARD

The executive Board shall be responsible for the management of the Atlantic County Council of Education Association, recommendation of expenditures that are not line items in the budget, carry out policies for consideration by the Representative Council.

ARTICLE V - THE REPRESENTATIVE COUNCIL

Section 1 - Duties

The Representative Council shall be the policy-making body of the Atlantic County Council of Education Associations. It shall serve as the forum for the presentation of local associations and other educational needs and it shall provide, in conjunction with NJEA and NEA programs to meet those needs, and in doing so the Representative Council shall also:

- A. Adopt an annual program
- B. Approve the budget in the first meeting of the school year.
- C. Set annual dues.
- D. Act on reports and recommendations of the Executive Board and committees.
- E. Issue policy statements.
- F. Approve resolutions.
- G. Authorize employment of staff and office facilities.
- H. Adopt rules for conducting Representative Council meetings.
- I. Exercise those powers not delegated to the Executive Board officers, or other groups of the Atlantic County Council of Education Associations.

Section 2 - Units of Representation

The elected President of each affiliated local association is the primary representative of that local association on the Representative Council, the united local shall be entitled to additional representatives according to the following schedule:

- 76 - 150 members - 1 local representative
- 151 - 225 members - 2 local representative
- 226 or more members - 3 local representative

In determining the membership of the Representative Council, the united enrollment of the preceding January shall be used as a basis.

Locals achieving perfect attendance at rep council meetings will be entitled to 1 scholarship at the county overnight workshop.

Section 3 - Single Vote

A person who is entitled to membership in the Representative Council in two or more capacities shall be entitled to only one vote.

ARTICLE VI - STANDING COMMITTEES

Section 1 - There shall be six standing committees carrying the specific functions outlined below. They shall be appointed for two-year terms coinciding with the terms of the President.

Section 2 - Meetings

Each standing committee shall meet at the call of the chairperson.

Section 3 - Reports

Each standing committee chairperson will present their plan of action for the coming year to the Representative Council at the September meeting. Each standing committee chairperson shall keep a record of activities and present a report at each Representative Council Meeting. These reports are to be filed with the 1st Vice President.

Section 4

(a) The Committee on Professional Rights and Responsibilities and Negotiations shall act as a clearing house for local associations in regard to action programs for securing satisfactory personnel policies, salaries, and related areas and procedures for the readiness of grievances.

(b) The Committee on Public Relations, Communications and Publicity shall seek to develop public and membership understanding and support of the purposes and programs of the Atlantic County Council of Education Associations.

(c) The Committee on Instruction shall work with the Uniserve office to formulate plans for the instruction part of all the workshops, including the overnight workshop.

(d) The Committee on Legislation shall promote support for local , state, and national legislation for the advancement of education.

(e) The Committee on Active Support Membership shall act as a liaison to local support staff.

(f) The Committee on Scholarship shall promote activities that will generate funds for the annual scholarship program and conduct the selection process.

ARTICLE VII - SPECIAL COMMITTEES - EVENTS

Each year the President shall appoint a Nominating Committee, and Elections Committee, an Audit Committee, a Budget Committee, and such other special committees as may be necessary, and shall discharge them upon completion of their duties. These committees shall operate according to the rules of the Representative Council. No officer of the Atlantic County Council of Education Associations shall serve on the Nominating Committee, the Elections Committee, or the Audit Committee.

Coordinators for the following events will receive a stipend by June 30. Officers or their designee may serve as a coordinator and receive the addition stipend as listed.

a) Newsletter, b) MallRead, c) Celebration d) Scholarship e) Retirement Celebration.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1 -Nominating Committee shall be determined by NJEA Elections Committee, made up of active members for the purpose of proposing nominations for appropriate positions to be filled from the NJEA elective positions or county (unit). The NJEA Elections Committee shall determine the appropriate size of such nominating committees.

Section 2 - This Committee shall follow the procedure and schedule outlined by the NJEA Elections Committee for all state elected positions. The ACCEA shall determine all procedures and schedules for County (unit) elections for its officers.

Section 3 - Individual nominations may be made by petition for eligible NJEA elected positions to be filled. Individual nominations petitions for County (unit) positions shall be made available for eligible elected positions. State and County individual self-nominating petition forms may be secured between February 1 and March 7 upon 24 hours' notice from the county or unit representative on the NJEA Elections Committee or from NJEA Headquarters (NJEA elections only)

Section 4 - Vacancies - The President of the Association shall fill, until the following annual election period, all vacancies in state elective positions, after consultation with elected representatives (NJEA Executive Committee members, Delegate Assembly members, for vacancies in county units, the president of the appropriate affiliated county association, and Delegate Assembly Alternates) of the county or unit in which the vacancy exists.

Section 5 - On or before February 25, the nominating committee shall, by majority vote of those present and voting, prepare a list of one or more nominees for each position to be filled from the county or unit and shall report the same to the county or unit representative on the NJEA Elections Committee.

Section 6 - A list of nominees for State and County elective positions to be filled, shall be communicated and/or made available to the general membership during the month of March. The ACCEA Representative Council shall by a majority vote of those present vote on the recommendations of the Elections Committee.

Section 7 - The newly elected County officers shall be installed at the Annual Membership Meeting in May or June.

ARTICLE IX - AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for the association on all questions not covered in the Constitution and By-Laws, and such standing rules as the Representative Council may adopt.

ARTICLE X -AMENDMENTS

These By-Laws may be amended by a two-thirds majority of those voting at any regular meeting of the Representative Council, provided that each amendment has been introduced at a preceding meeting of the Representative Council and that copies of the amendment have been distributed to the members of the Representative Council at least two weeks in advance of the meeting.

Revised 2002