

**BY-LAWS OF THE ATLANTIC COUNTY COUNCIL
OF EDUCATION ASSOCIATIONS**

Article I – Meetings

- Section 1: The Executive Board shall meet before regular meetings, at the call of the president, or at the request of any five members of the board.
- Section 2: A. The Representative Council shall meet at least four times between the months of September and May, generally on the third Thursday of month at 4:30pm. The annual meeting schedule shall be distributed to all Council members each September. 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 written request to the Executive Board of ten (10) voting. 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 meetings shall be held at the call of the President.
- Section 4: The order of business at any Representative Council or 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 quorum of the Executive Board and/or the Representative Council 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 of the General Membership meetings shall be those members present.
- Section 4: If less than a quorum is present, a two-thirds majority of votes cast shall decide the question. Representatives not present may request a revote at a succeeding meeting in the event that he aforementioned authorization was for:
- I) Unbudgeted expenditures
 - II) New appointments
 - III) Declaration of a vacant office
 - IV) Censure or Suspension
 - V) Amendments to Constitution and By-laws

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Section 5: With a quorum present, plurality of the votes cast shall decide the question except on the decision to declare an office vacant or censure or suspension of an officer.

Article III – Voting

Section 1: The Atlantic County Council of Education Associations shall guarantee that all members shall have an equal right and privilege within the organization to:

- A. Be represented by affiliate-local representatives
- B. Nominate Candidates for office
- C. Vote in elections or on referenda regarding dues of the Organization

Section 2: In the absence of a voting member, an alternate may represent that local-affiliate provided that said alternate has been selected by the local president and the Atlantic County leadership has received notice of such authorization.

Section 3: When a designated representative is unable to attend the Representative Council meeting, the local association president shall appoint a proxy from among their local association membership.

Article IV – Power and Duties of Officers

Section 1: The **President** shall preside over meetings of the Executive Board and Representative Council, appoint chair-people and members of all standing committees and special committees not otherwise provided for in the Constitution and By-Laws, appoint a Parliamentarian, be ex-officio member of all standing committees, counter-sign all checks with the Association Treasurer or other designated officer, and shall be the executive officer of the association. The President shall represent the association before the public either personally or through his designated representatives, and shall perform all other functions usually attributed to his office.

Section 2: The **First Vice-President** shall assume all duties of the President in his absence, and shall work closely with one or more standing committees as the President may suggest. He shall become President whenever the Presidency becomes vacant as provided in Article V, Section 3 of the Constitution.

Section 3: The **Second Vice-President** shall serve as liaison between the County and the Clusters, and be responsible for educational public relations.

Section 4: The **Immediate Past-President** shall advise the Executive Board and assist the President at the latter's request.

Section 5: The **Recording Secretary** shall keep an accurate account of all proceedings for the Representative Council and the Executive Board. He/she shall keep on file reports of all committees. He/she shall provide the Corresponding Secretary with Minutes of these proceedings for distribution to members of the Representative Council.

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Section 6: The **Corresponding Secretary** shall attend to all correspondence pertaining to the Association. He/she shall notify all members of the Executive Board of meetings. He/she shall notify all members of the Representative Council of meetings and provide them with minutes of the last meeting and Agenda for the next meeting.

Section 7: The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. He/she shall prepare and keep an accurate account of receipts and disbursements, shall report to the Executive Board and Representative Council at each meeting. He/she shall assist in preparing an annual budget and shall prepare the books for yearly audit. Shall sign all checks along with the President and/or other designated officer; keep accurate records of receipts and disbursements base on a voucher system that requires approval by the president; supervise and be responsible for the timely filing of the appropriate state and federal forms as required; and provide for an annual report of all financial records; and shall be bonded under the policy provided by NJEA.

[The bank account(s) in which all deposits are made shall be in the name of the Association. Notification of the name of the bank in which dues are deposited shall be sent to NJEA. Any change of the bank in which dues are deposited shall be sent to NJEA within thirty (30) days of the change.]

[Endorsement of checks shall be limited to endorsements for deposit to the credit of the Association only. No payments in cash (including checks made out to "cash") shall be made from funds of the Association. Association bank accounts shall be reconciled by someone other than the treasurer. The books and accounts of the treasurer shall be examined at least once a year.]

Section 8 – Terms and Succession

A. The Officers shall serve for two years and may be re-elected without an intervening term.

B. Elections for County offices shall be held in even-numbered years for president, second vice president and recording secretary; in odd numbered years for first vice president, corresponding secretary and treasurer.

C. Whenever the offices of both President and First Vice-President shall become vacant between elections, except as provided in Article V, Section 2 of the Constitution, the remaining members of the Executive Board shall choose one Representative Council can fill the vacancies.

Article IV – Powers and Duties of the Executive Committee

Section 1: The Executive Board shall be responsible for the management, supervision, program planning and the coordination of the Atlantic County Education Association, approve all expenditures, carry out policies established by the Representative Council, report its transactions and those of the Representative Council to the members, suggest policies for consideration by the Representative Council.

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Section 2: The Executive Committee shall by a two-thirds (2/3) vote authorize spending for non-budgeted items not to exceed \$500.00 in any one case. Disbursements in excess of \$500.00 must have the approval of the Representative Council.

Section 3 - The Executive Committee shall at the President's direction establish agenda for the Representative Council; propose policies for consideration by the Representative Council; execute policies and programs established by the Representative Council.

Section 4 - Whenever the offices of both the President and Vice President shall become vacant between elections, except as provided in Section 2 above, the remaining members of the Executive Committee shall choose one of their members to serve as President pro tempore until the Representative Council can fill the vacancies.

Article V – Powers and Duties of the Representative Council

Section 1: The Representative Council shall be the policy-making body of the Atlantic County Education Association. It shall serve as the forum for the presentation of local association 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 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. Revise and approve Association Constitution and by-laws
- H. Authorize employment of staff and office facilities
- I. Adopt rules for conducting Representative Council meetings
- J. Exercise those powers not delegated to the Executive Board, Officers, or other groups of the Atlantic County Education Association.
- K. Shall be the final judge of the qualifications and election of officers.

Section 2: The Representative Council shall have the power to hold property and funds and to employ a staff for the attainment of the purposes of the association

Section 3: Powers not delegated to the Executive Committee, the officers or other groups in the Association shall be vested in the Representative Council.

Article VI – Elections

Section 1: Nominations

A Nominating Committee to select candidates for all county association offices and elected positions of the NJEA shall be selected by the President with the approval of the Executive Board and in accordance with the NJEA standards for affiliation of county associations and the rules of the NJEA Elections Committee. No officer of the Association or member of the Executive Committee shall serve on the Elections Committee.

Section 2 - This Committee shall follow the procedures and schedule outlined by the NJEA Elections Committee.

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Section 3 - Petitions for nominations shall be available from the Nominating Committee.

Section 4 - If there is a contest; balloting procedures shall be determined by the county Executive Board in accordance with the NJEA Elections Committee regulations.

Section 5 - All contests are to be decided by a vote of the General Membership.

Section 6 - The new officers shall be installed at the Annual Membership Meeting in May or June.

Article VII – Dues

Any increase in the rate of dues or levy of general or special assessment must be approved by a majority vote of the Atlantic County Council of Education Association's Representative Council after proper notification of the full county membership. Voting shall take place by secret ballot at a June Representative Council meeting, or at a special meeting called for that purpose, or by voting in a membership referendum conducted by secret ballot.

Article VIII – Fiscal Year

Section 1: The fiscal year of the Association shall begin September 1 and end August 31.

Section 2: The Audit of the accounts of the association shall be completed at the end of each fiscal year and submitted no later than the regular meeting of the Representative Council in December of the next fiscal year.

Article IX – Term of office

The term of office for all officers shall begin on September 1 of the year in which they are elected and end on August 31 at the completion of their term.

Article X – Committees

Section 1: Structure
There shall be six standing committees carrying the specific functions listed below. They shall be appointed for two-year terms coinciding with the term of the President. They shall be composed of a number sufficient to fulfill its duties and responsibilities effectively. This number shall be determined by the President with the advice and consent of the Executive Committee.

Section 2: Committee Appointment
The President, with the advice and consent of the Executive Committee, shall appoint members of the standing committees and fill all unexpired terms as vacancies occur.

Section 3: Meetings
Each standing committee shall meet at the call of the chairperson.

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Section 4: Reports

Each committee shall keep a continuing record of activities. Chair-people shall report as necessary to the Representative Council and shall prepare an annual written report summarizing objectives, action programs, gains and unreached goals, which the Executive Board shall distribute to the members and which shall become a part of the continuing committee record in the association file.

Section 5: Committee Titles and Duties

- 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 redress 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 Education Association.
- C. The Committee on Instruction and Professional Development shall develop and implement programs to raise and maintain educational standards.
- D. The Committee on Legislation shall promote support for local, state and, national legislation for the advancement of education. Shall organize and promote activities to raise funds for county Political Action Campaign funds and maintain a separate treasury and used to promote pro-education candidates and initiatives.
- E. The Budget Committee shall propose to the Executive Committee and Representative Council a budget at its April meeting. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget.
- F. The Membership Committee shall organize and promote membership enrollment and conduct new member activities. Shall communicate with members about programs, services and benefits of the Association.

Section 6: Special Committees

Special Committees appointed by the President Shall be:

Nominations/Elections Committee

Each year with the approval of the Representative Council, the President shall with the approval of the Executive Committee, appoint a Nominations/Elections Committee. This committee shall in accordance with Article VI – Elections, develop the procedures for nominations and elections of officers.

No officer or candidate for office may serve on this committee.

Section 7: Each year the President shall, with the approval of the Executive Committee, appoint an Audit Committee and shall disband it upon completion of its duties. The Audit Committee shall operate according to rules approved by the Executive Committee and those

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found in the NJEA Standards of Affiliation. No officer shall serve on the Audit Committee. The books and accounts shall be examined at least once a year. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to NJEA.

Section 8: The president shall, with the approval of the Executive Committee, appoint 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 Representative Council.

Article XI – Authority

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

Article XIII – 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 the 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.

A special Representative Council meeting may be called for this purpose, provided that all aforementioned requirements have been met.

Changes Adopted: September 16, 2010