

**NEPTUNE TOWNSHIP EDUCATION ASSOCIATION, INC.**

**BYLAWS - 2018**

**ARTICLE I – MEETINGS**

**Section 1 – Executive Board**

The Executive Board shall meet at the call of the President or at the request of three (3) members of the Executive Board.

**Section 2 – Representative Assembly**

The Representative Assembly shall meet monthly on the first Tuesday of the months of September through June after 3:15 p.m. at the call of the President or at the request of seven (7) Representative Assembly members. At least three days (3) notice will be given for regular or special meetings.

**Section 3 – Special**

Whenever the Executive Board or the Representative Assembly convenes for special meetings, the business of said meeting will, if possible, be confined to the special business announced.

**Section 4 – General Membership**

The Executive Board may arrange General Membership meetings whenever necessary to conduct Association business.

**Section 5 – Notification**

All Association meetings of the Executive Board, the Representative Assembly and a General Membership will be held only after an appropriate effort has been made to notify the concerned members, by personal email and notification on NTEA website.

**Section 6 – Order of Business**

The order of business at any Representative Assembly or regular General Membership meeting shall be as follows:

- A. Call to order
- B. Approval of Minutes
- C. Report of Treasurer
- D. Correspondence
- E. President's Report
- F. Committee Reports
- G. Old Business
- H. New Business
- I. Good of the Order

J. Adjournment

**ARTICLE II - QUORUM**

Section 1 – For Executive Board meetings a majority of the Executive Board members shall constitute a quorum

Section 2 – For Representative Assembly meetings a majority of the Representative Assembly members shall constitute a quorum.

Section 3 – For Committee meetings a majority of their members shall constitute a quorum.

Section 4 – For General Membership meetings 25% of paid members of the General membership shall constitute a quorum.

**ARTICLE III – DUTIES OF OFFICERS**

Section 1 – The President shall:

- A. Give time and effort to the duties of the office, have an interest in the profession and build a cooperative working relationship with school employees, administrators, the Board of Education and public.
- B. Act as coordinator and leader of all the activities. Preside over meetings. Appoint Chairpersons of standing committees with the advice and consent of the Executive Board. The President may, as need arises, appoint special committees with the advice and consent of the Executive Board. President shall appoint committee members with the advice and consent of the Executive Board and committee Chairperson. President shall delegate duties to committee members.
- C. Plan the local Associations objectives, programs and meetings in cooperation with the other officers and local executive committee members and/or Association Representatives.
- D. Encourage membership of all, recruit and develop new leaders among Association members and serve as the spokesperson for the local Association to the public and the press.
- E. Along with Treasurer, sign all checks.

Section 2 – The First Vice President shall:

- A. Be responsible for the program activities of the Association. He or she shall coordinate the activities of committees and prepare an annual calendar of events of the Association.
- B. Perform such other duties which may evolve upon him or her in the absence of the President.
- C. Perform all duties and enjoy all privileges of that office should the office of the President become vacant. The First Vice President shall complete the unexpired term portion of the term as President.

- D. Be an ex-officio member of all Committees of the Association except the Election and Nominations Committees.
- E. Along with Treasurer or President will sign all checks.

Section 3 – The Second Vice President shall:

- A. Be responsible for the program of special activities of the Association.
- B. Work closely with the President and the First Vice President and all committees and assume those duties which may evolve upon the office at the President’s discretion.
- C. Be an ex officio member of all committees except Elections and Nominations Committee.
- D. Assume the responsibilities of the First Vice President should it become necessary for the First Vice President to assume the Office of President.

Section 4 – The Recording Secretary shall:

- A. Issue a monthly reminder for Representative Assembly meetings.
- B. Keep accurate minutes and attendance of all Executive Board and Representative Assembly Meetings and distribute said minutes to all Representatives within 3 days.
- C. Keep minutes in a pertinent file.
- D. Keep records of all who sit on standing committees.
- E. Together, with the President, certified to all appropriate organizations the name of all persons chosen to serve as delegates or officers of the Association.
- F. Inform all staff of conferences sponsored by the NJEA and the MCEA.
- G. Make reservations available for members who wish to attend conferences.
- H. File letters pertaining to staff in their personal files
- I. Keep minutes of special meetings at the request of the president.
- J. Print and distribute all pertinent information to the general membership.

Section 5 – The Corresponding Secretary shall:

- A. Carry on all correspondence of this Association.
- B. Maintain accurate membership cards, files and records.
- C. Send out forms for new members.
- D. Keep the NJEA updated with new members departing members and all leave of absence with the assistance of First/Second Vice Presidents.
- E. Update NJEA membership on M.A.R.S.

Section 6 – The Treasurer shall:

- A. Hold funds of the Association and distribute them accordingly upon submission of vouchers approved by the President.
- B. Shall sign checks along with an additional designated officer.

- C. Keep accurate records of receipts and disbursements.
- D. Report at Executive Board Representative Assembly and General Membership meetings.
- E. File the appropriate federal and state forms.
- F. Prepare an annual financial statement (fiscal year) to be distributed to General Assembly at the September meeting.
- G. Deposit all monies in the bank in the name of the Association and notify NJEA of the name of the bank.
- H. Distribute to each officer eligible Representative Assembly members and committee chairpersons their W-2 forms regarding their stipend for tax purposes by January 31<sup>st</sup>, in accordance with Federal/State tax law.
- I. With the Budget Committee, prepare the annual budget, by May of the current year.

#### Section 7 – Terms of Office

The term of office for all officers of this Association will be two years. The term of office will begin on July 1<sup>st</sup> following the election. Each incoming officer will be afforded the opportunity for training and mentorship by the outgoing officer as of the date of certification of elections.

### **ARTICLE IV – POWERS AND DUTIES OF THE EXECUTIVE BOARD**

Section 1 – The Executive Board shall consist of President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer and shall be the executive authority of the Association. The Executive Board shall:

- A. Execute the policies approved by the Representative Assembly.
- B. Transact other business of the Association at all times except during meetings of the Representative Assembly.
- C. Establish an administrative office to ensure the efficient management of the Association's affairs
- D. Authorize expenditures within the limits of the budget.
- E. Authorize the transfer of funds from surplus accounts to deficient accounts within the limits of the total budget.
- F. Authorize by a two-thirds vote of the Executive Board the spending of money for non-budgeted items to exceed \$500.
- G. Cause an examination of accounts of the Treasurer and have said audit, as prescribed by the NJEA, submitted to the Representative Assembly by the September meeting.
- H. Issue an official publication or maintain a website.
- I. Act responsibly and efficiently in all the affairs of the Association.

### **Article V – POWERS AND DUTIES OF THE REPRESENTATIVE ASSEMBLY**

Section 1 – The Representative Assembly shall be the legislative and policy forming body of the Association. The Representative Assembly shall:

- A. Determine and fix the policies of the Association.

- B. Approve a budget for the Association.
- C. Receive and act upon reports of the officers and committees.
- D. Set the dues of the Association after the general membership has approved said action by a vote.
- E. Adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws.
- F. Any member of the Assembly may be relieved from office for just cause after due notice and hearing.

## **ARTICLE V – STANDING COMMITTEES**

Section 1 – The standing committees are as follows:

- A. Grievance
- B. Public Relations: Pride and Community Action
- C. Media
- D. Legislative Action
- E. Budget and Negotiations
- F. Professional Rights and Responsibilities

Section 2 – Meetings and Reports

Each standing committee shall meet as often as necessary and practical in order to achieve its goals and fulfill its duties. All committee reports shall be submitted in writing to the Executive Board and the Representative Assembly.

Section 3 – Duties

Aside from the specific duties which may evolve upon the standing committees by direction of the Executive Board each standing committee shall:

- A. Work in concert with the Negotiations Committee to compile data to support Association positions in negotiations.
- B. Compile data and assist the Representative Assembly in formulating Association policy.
- C. Work to achieve its primary function as directed by the Executive Board or the Representative Assembly.

## **ARTICLE VI – SPECIAL COMMITTEES**

Section 1 – The President shall appoint special committees such as Nominations, Elections, Constitution and others to function as necessary.

- A. Special committees shall be discharged upon completion of their duties.
- B. These committees shall operate according to the rules approved by the Representative Assembly.
- C. No officer of the Association shall serve on the Nominations or Election committee.

## ARTICLE VII – ELECTIONS

### Section 1 – Elections

- A. The President shall appoint a special committee for elections at the February meeting of the Representative Assembly.
- B. The Election Committee shall meet and propose rules.
- C. Upon Representative Assembly approval and no later than one week prior to the elections, the Election Committee shall post the rules in each building.
- D. Elections will take place in May at times and locations stipulated by the Election Committee with the consent of the Representative Assembly.

### Section 2 – Nominations

- A. The President, subject to the approval of the Representative Assembly at its February meeting, shall appoint a Nominating Committee Chairperson. The Chairperson must be a member of the Representative Assembly. This member may not be an Association executive officer.
- B. At the March Representative Assembly meeting, building members will be assigned to the Nominating Committee. There must be one member from each building to serve on the committee.
- C. The Nominating Committee shall make its recommendations to the Representative Assembly at its April meeting.
- D. Nominating Committee members shall present the nominations to the members of their respective buildings. They shall also post the names of the nominees on their respective faculty bulletin boards in April.
- E. Any additional names may also be placed in nomination upon presentation of petitions signed by ten (10) percent of the active members of the Association, within fourteen (14) days of this meeting to the chairperson of the Nominating Committee or his/her designee.
- F. The Nominating Committee Chairperson shall, within one (1) school day convey to each committee member any new nominations received by petition, so that they may be posted on the faculty bulletin boards with the other candidates.

### Section 3 – Voting

- A. On a specified day in May, the General Membership shall vote by secret ballot for candidates running for the positions of President, Second Vice President, and Corresponding Secretary *or* the First Vice President, Recording Secretary, and Treasurer.
- B. On even years, the General Membership shall vote for candidates for President, Second Vice President and Corresponding Secretary.
- C. On odd years, the General Membership shall vote for candidates for the first Vice President, Recording Secretary and Treasurer.

D. On the same ballot of each year, each faculty will vote for their building representatives.

**ARTICLE VIII – POLICY**

Section 1 – All policies, standing rules and procedures adopted by the Representative Assembly shall be consistent with this constitution and Bylaws.

Section 2 – All policies, standing rules and procedures shall be reduced to writing and maybe amended by a majority vote of the Representative Assembly.

**ARTICLE IX – FISCAL YEAR**

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

**ARTICLE X – AUTHORITY**

Section 1 – The most recent edition of Robert’s Rules of Order shall be the Parliamentary Authority for the Association on all questions not covered by the Constitution, Bylaws, or policies, standing rules, or procedures as the Representative Assembly may adopt.

**ARTICLE XI – AMENDMENTS**

Section 1 – The procedure for amending these bylaws shall be the same as that for amending the Constitution.

**ARTICLE XII – DUES**

Section 1 – Active professional membership dues will be based upon a ratio of .002% of the average Neptune Township teacher’s salary rounded off to the nearest dollar.

Section 2 – In the event that the average teacher salary in the district by using the .002% formula becomes less than the previous year, the dues amount of said preceding year shall be maintained.