

The By-Laws of the West Milford Education Association

Article I: Meetings

Section 1: Executive Committee

The Executive Committee shall meet on the first Monday of each month, at all the call of the President, or at the request of any three members of the Committee.

Section 2: Representative Council

- a. The Representative Council shall meet on the first Monday of each school month.
- b. A schedule of meetings shall be distributed at the September meeting.
- c. Special Meetings of the Representative Council may be held at the call of the President or upon written request of one third of the representatives. The request shall be sent to the Secretary to the Executive Committee and shall include items for discussion at the Special Meeting.

Section 3: General Membership

- a. The Executive Committee shall arrange at least four (4) meetings of the general membership each year, or of the Representative Council. If there are regularly scheduled Representative Council meetings then there shall be at least one general membership meeting each year.
- b. Special meetings may be called by the President or upon the request of one-fourth of the members. No business other than for which the meeting was called may be transacted.

Section 4: The Order of Business for any Meeting shall be as follows:

- a. Call to order
- b. Approval of Minutes
- c. Report of the Officers
- d. Report of the Treasurer
- e. Report of the Committees
- f. Old Business
- g. New Business
- h. Adjournment

Article II: Quorum

Section 1: A majority of the Executive Committee shall constitute a quorum

Section 2: A majority of the Representative Council shall constitute a quorum

Section 3: The members present shall constitute a quorum for General Membership Meetings

Article III: Powers and Duties of the Officers

Section 1: President

The President shall

- a. Preside over all Executive, Representative, and General Membership Meetings
- b. Appoint the chairperson and members of all committees with the approval of the of the Representative Council
- c. Be ex-officio member of all committees except for Nominating and Elections Committees.
- d. Sign all checks drawn upon the treasury for which vouchers have been properly submitted, along with the Treasurer.
- e. Represent the Association before the public either personally or through a designated representative.
- f. Perform all duties usually attributed to the office.
- g. Appoint a Secretary to the Executive Committee who shall perform the duties listed in the Secretary's job description.

Section 2: Vice President for Secondary Schools

The Vice President for Secondary Schools shall

- a. Represent the Association and its members at the Secondary level.
- b. Keep the President informed of all issues at the Secondary level.
- c. In the President's absence, assume the President's duties
- d. Be a member of the Negotiations and Grievance Committees and all other committees as may be in the interest of the Association.
- e. Perform all other duties usually associated with the office.
- f. If the most senior vice president, become the President in case of a vacancy.

Section 3: Vice President for Elementary Schools

The Vice President for Elementary Schools shall

- a. Represent the Association and its members at the Elementary level.
- b. Keep the President informed of all issues at the Elementary level.
- c. In the President's absence, assume the President's duties
- d. Be a member of the Negotiations and Grievance Committees and all other committees as may be in the interest of the Association.
- e. Perform all other duties usually associated with the office.
- f. If the most senior vice president, become the President in case of a vacancy.

Section 5: Treasurer

The Treasurer shall:

- a. Hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President.
- b. Sign all checks along with the President.
- c. Report at each meeting of the Executive Committee, the Representative Council, and general Membership.

- d. Keep the President and Executive Committee informed of the financial condition of the Association
- e. Prepare an annual financial statement which shall be distributed to all members with a copy forwarded to NJEA.
- f. File the appropriate Federal and State forms
- g. Serve on the budget Committee
- h. Be bonded under a 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 change.

Endorsement of checks shall be limited to endorsements for deposit to the credit of the Association only. No payments in cash (including payments 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.

Note: Associations having a total annual budget for less than \$5,000 may choose to have the annual audit performed by an outside independent person. Associations having a total annual budget of \$5,000 or more must have the annual audit performed by a public or certified accountant(s).

Section 6: Coordinator for Custodial and Maintenance.

The Coordinator shall:

- a. Represent the custodial and maintenance members of the Association.
- b. Keep the President informed of all issues regarding these members
- c. Be a member of the Negotiations and Grievance Committee (when the grievance is applicable to the custodial and maintenance members).
- d. Perform all duties usually associated with the office

Section 7: Coordinator for Special Class Aides.

The Coordinator shall:

- a. Represent the Special Class Aides members of the Association.
- b. Keep the President informed of all issues regarding these members
- c. Be a member of the Negotiations and Grievance Committee (when the grievance is applicable to the Special Class Aides members).
- d. Perform all duties usually associated with the office

Section 8: Coordinator for Secretarial-Clerical.

The Coordinator shall:

- a. Represent the Secretarial-Clerical members of the Association.
- b. Keep the President informed of all issues regarding these members
- c. Be a member of the Negotiations and Grievance Committee
- d. Perform all duties usually associated with the office

Article IV: Powers and Duties of the Executive Committee

Section 1: The Executive Committee shall:

- a. Be responsible for the management of the Association
- b. Propose policies for consideration by the Representative Council
- c. Execute policies established by the Representative Council
- d. Cause to be reported to the members its transactions and those of the Representative Council
- e. Establish such special committees as may be necessary
- f. Set the agenda for the Representative Council and all General membership meetings

Section 2: Whenever the offices of the President, Vice President for Secondary Schools, and Vice President for Elementary Schools are vacant between elections the remaining members of the Executive Committee shall choose one of their members to serve as President until the Representative Council fills the vacancies.

Article V: Powers and Duties of the Representative Council

Section 1: The Representative Council shall:

- a. Approve a yearly budget
- b. Set the dues of the Association
- c. Establish the policies of the Association
- d. Be the final judge in all elections

Section 2: Powers not delegated to the Executive Committee, officers or other groups in the Association shall be vested in the Representative Council.

Section 3: Members of the Representative Council are encouraged to participate in all levels of the grievance procedure.

Article VI: Election of Officers

Section 1: Nominations

- a. The Nomination Committee shall make its recommendations to the General Membership at least three (3) weeks prior to the June meeting.
- b. Nominations by petition may be made to the Elections Committee within one (1) week of the Nominating Committees' announcement of its recommendations.

Section 2: Balloting

- a. The Election Committee shall prepare the ballots.
- b. The election shall take place, by secret ballot, at least one week prior to the June meeting.
- c. The majority of the votes cast will determine the election.

- d. New officers shall be installed at the September meeting of the Executive Committee.
- e. Results of the elections of officers shall be reported immediately to the County Association, NJEA, and NEA by a member of the Elections Committee.

Article VII: Committees

Section 1: There shall be the following standing committees: Social, Budget, Negotiations, Grievance, and Legislative.

Section 2: All standing committees shall report to the Representative Council.

Section 3: Each standing committee shall keep minutes.

Section 4: An Executive Committee member shall act as liaison to all committees.

Section 5: Duties of the standing committees shall be:

- a. Social Committee: shall organize such social activities as may serve the needs of the membership and promote morale within the Association.
- b. Budget Committee: shall propose to the Representative Council, for action, the Association's yearly budget.
- c. Negotiations and Grievance Committees: shall conduct negotiations in accordance with the law and be responsible for the processing of grievances within the framework of the law.
- d. Legislative Committee: shall study needed and pending legislation affecting members.

Section 6: Special Committees: shall be appointed by the President with the approval of the Representative Council as may be necessary. They shall be disbanded upon completion of their duties.

Article VIII: Dues

The Representative Council shall set the dues of the Association each year.

Article IX: Fiscal Year

The fiscal year of the Association shall be September 1st to August 31st.

Article X: Authority

Robert Rules of Order shall be the parliamentary authority of the Association.

Article XI: Non-compliance and Dissolution

The Association shall adhere to those NJEA policies wherein non-compliance would constitute a danger to the welfare of the members of the Association or to NJEA. The NJEA Delegate Assembly shall determine what constitutes a danger to NJEA. NJEA may, at the request of the NJEA Executive Committee and 10 percent of the members of the Association, conduct an evaluation of the Association under guidelines established by the NJEA Delegate Assembly.

In the event of dissolution, all properties and assets, and assets of this corporation remaining, after paying or providing for all debts and obligations, shall be distributed and paid over to such fund or corporation organized and operated as a labor union as the Board of Trustees shall determine, and as shall, at the time, qualify as a tax exempt organization under section 501(c)(5) of the Internal Revenue Code, or as the same may be amended.

Article XII: Amendments

Amendments to the By-Laws may be made by a two-thirds majority of active members voting in a regular or special election called for that purpose, provided that each amendment has been previously introduced and approved at a regular Representative Council meeting and that copies have been distributed to the membership at least two weeks prior to the election.