

The By-Laws of the Delran Education Association

Article I Meetings

Section 1: Executive Committee

The Executive Committee shall meet every other month on the date designated by the President, beginning in September. Special meetings may be called at the discretion of the President.

Section 2: Representative Council

- a. The Representative Council shall meet every other month at the date and time set by the President. The Executive Committee shall prepare the agenda for each meeting.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Committee of one-third of the Representatives. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each representative, if time permits.

Section 3: General Membership

- a. The Executive Committee shall arrange at least 2 meetings of the members each year.
- b. Special meetings of the membership may be called by the President or upon the request of one-quarter of the members for a specific purpose; but no business other than that for which the meeting was called may be transacted.

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 majority of the Executive Committee members shall constitute a quorum for the Executive Council meetings.

Section 2: A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.

Section 3: The members present shall constitute a quorum for the General Membership meetings.

Article III Powers and Duties of the Officers

Section 1: The President shall:

- a. Preside over all meetings of the Executive Committee, the Representative Council, and the General Membership.
- b. Appoint the chairperson and members of all standing committees and special committees with the approval of the Executive Committee not otherwise provided for in the Constitution and By-Laws.
- c. Be ex-officio member of all committees.
- d. With the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted.
- e. Represent the Association before the public either personally or through a designated representative.
- f. Perform all other functions usually attributed to the office.
- g. Receive credentials to the NEA Convention when elected to office. An election will be held to determine an alternate delegate.

Section 2: The First Vice President shall:

- a. Assume all duties of the President in his or her absence, and work with those committees as the President may suggest.
- b. Become President whenever the presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.
- c. Be an ex-officio member of the Negotiations, and the Professional Rights and Responsibilities / Grievance committees.

The Second Vice President shall:

- d. Assume all duties of the First Vice President in his or her absence and work with those committees as the President may suggest.
- e. Become First Vice President whenever that position is vacated.
- f. Be an ex-officio member of the Negotiations, and the Professional Rights and Responsibilities / Grievance committees.
- g. Write the annual Pride grant, and oversee the various committees that are represented in this grant.
- h. It is recommended that either the First Vice President or the Second Vice President be a member of the Support Staff.

Section 3: The Corresponding Secretary shall:

- a. Distribute copies of all proposed amendments to the Constitution as prescribed in Article VIII of the Constitution.
- b. Be responsible for handling all correspondence of the Association.
- c. Notify the appropriate members as to the time and place of the Executive Committee, Representative Council, and General Membership meetings at least seven days prior to the meetings.

Section 4: The Recording Secretary shall:

- a. Keep accurate minutes of all the Executive Committee, Representative Council, General Membership, and Special meetings.

- b. Maintain the official files.
- c. Distribute the minutes to all members at the following meeting.
- d. Attend all meetings.

Section 5: The Treasurer shall:

- a. Be responsible for the collection of all dues.
- b. Deposit all monies in a bank, in the name of the Association.
- c. Notify NJEA of the name of the bank in which Association dues are deposited.
- d. Hold the funds of the Association and disburse them accordingly upon the submission of vouchers approved by the President.
- e. Sign all checks along with the President.
- f. Report at each meeting of the Executive Committee and Representative Council.
- g. Prepare an annual financial statement which shall be distributed to all members.
- h. File the appropriate federal and state forms.
- i. Transmit appropriate NJEA-NEA dues money to the NJEA no later than ten days after its receipt by the Association from the Board of Education.
- j. Serve on the Budget Committee.
- k. Be bonded for such an amount as may be determined by the Executive Committee.
- l. Publish a financial account to the Representative Council.
- m. The Treasurer must attend all meetings.

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. Authorize all expenditures within the limits of the budget.
- c. By a two-thirds vote, authorize the spending of money for non-budget items not to exceed \$150.00 in any one case. Disbursements in excess of \$150.00 must have the approval of a majority of the Representative Council.
- d. Propose policies for consideration by the Representative Council.
- e. Execute policies established by the Representative Council.
- f. Report its transactions and those of the Representative Council to its members.
- g. Establish such special committees as may be necessary.
- h. Set the agenda for the Representative Council and all General Membership meetings.

Section 2: Whenever the offices of both the President and the Vice President shall become vacant between elections, except as provided in Article V, Section 5 of the Constitution, 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.

Section 3: In case of a vacancy in an office except as provided in Article V, Section 5 of the Constitution, the office shall be filled by the Executive Committee. The person chosen shall serve only to the end of the term.

Article V Powers and Duties of the Representative Council

Section 1: The Representative Council shall:

- a. Approve the budget.
- b. Set the dues for the Association.
- c. Act on the reports of committees.
- d. Establish the policies of the Association.
- e. Adopt rules for governing the conduct of meetings as are consistent with this Constitution and By-Laws.

- f. Be the final judge of qualifications and elections of officers, committee members, and faculty representatives.

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

Article VI Committees

Section 1: Structure

There shall be standing committees carrying the specific functions listed below. The members shall represent different groups in the Association appointed for overlapping terms of two years. They may, when necessary, form subcommittees and task forces for special activities. These subcommittees shall be discontinued when the specific purpose of their formation has been accomplished, or when they are no longer needed.

Section 2: Appointment

The President, with the advice and consent of the Executive Committee, shall appoint members of the Standing Committees at the regular meeting in June, and fill all unexpired terms as vacancies occur.

Section 3: Meetings

Each standing committee shall meet regularly according to a calendar set by the committee. They may call special meetings when necessary.

Section 4: Reports

Chairpersons shall report as necessary to the Executive Committee and Representative Council, and shall prepare an annual written report, which shall become a part of the continuing committee record in the Association files.

Section 5: Committee Titles and Duties

- a. The Negotiations Committee shall represent the Association in negotiations with the School Board.
 - 1. They shall review the economic and non-economic personnel policies and shall prepare a proposal to be presented to the Representative Council. The representatives in each building shall discuss the proposals with the members and accept appropriate suggestions to be included.

2. The Negotiations Committee shall meet with the Representative Council to discuss the proposal prior to its submission to the School Board. Any changes shall be submitted to the Representative Council for approval.
3. The Negotiations Team shall be chosen from the members of the Negotiations Committee by the Negotiations Committee Chairperson with the approval of the Representative Council.
4. The Grievance Chairperson shall serve as an ad-hoc member of the Negotiations Team.
5. Upon reaching an agreement with the School Board in all matters in negotiations, the team shall prepare a report and recommendations to be submitted to the members of the Association at a ratification meeting.
6. The procedure for ratification shall be developed by the Executive Committee.

b. Membership Committee

The Committee shall consist of the Membership Chairperson and all Association Representatives. It shall organize and conduct membership enrollment. The Committee shall attempt to enroll new and former non-members for the current school year. It shall instruct members who are on the Automatic Payroll Deduction, to return by direct mail any change in their status or address, after receiving their annual membership card. The chairperson of the membership committee shall assist the Treasurer in the collection of dues and shall supply the Secretary with a current list of members in the buildings where they work.

- c. The Professional Rights and Responsibilities/Grievance Committee shall explore and prepare programs for securing satisfactory policies and procedures for the redress of grievances. It shall process all grievances filed in accordance with the agreement and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights. The Rebuttal Chairperson shall be available to advise NUMs when they receive an unsatisfactory observation or evaluation.
- d. The Community Organizing Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through newspapers, radio, television, and other mass media, and work with the public in civic, fraternal, and social organization.

- e. The Newsletter Editor(s) shall be responsible to keep the general membership informed of Association issues and events. All communications shall be reviewed by the Association President.
- f. The Social Committee shall organize such social activities as shall serve the needs of and promote rapport within the Association.
- g. The Legislative Committee shall keep the Association informed on local, state, and national legislation affecting the interests of school employees. It shall inform employees about newly-proposed and recently-enacted legislation related to their interests, promote activities leading to the passage of desirable legislation, and encourage employees to exercise their responsibility to vote and their right to participate in political activity.
- h. The Budget Committee shall propose a budget for the Association each year in May. The budget shall first be proposed to the Executive Committee. Before the budget is approved by the Representative Council, allowance will be made for membership input. Members of the committee shall have full and complete access to all financial and other records pertinent to the preparation of the annual budget.
- i. The Scholarship and Awards Committee shall review and select recipients for the annual scholarship, with the approval of the Representative Council. The members shall also assist in the selection of those pupils who are to receive other awards given by the Association. The Committee should consist of a member from each building whenever possible.

Section 6: Special Committees

Each year, the President shall appoint, with the approval of the Executive Committee, an Audit Committee and such other special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to the rules approved by the Executive Committee. No officer shall serve on the Audit Committee. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to NJEA.

Article VII Elections

Section 1: Nominating/Elections Committee

- a. The President, subject to approval by the Representative Council, at its March/April meeting, shall announce a Nominating/Elections Committee which

shall accept names of candidates for President, Vice President, Secretary, and Treasurer from any interested members.

- b. The Nominating/Elections Committee will publish the list of officers to be filled by mid-May.
- c. The Nominating/Elections Committee shall make its list of candidates known to the Representative Council at its May meeting.

Section 2: Voting

- a. Members shall vote for officers by secret ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Council.
- b. The Elections Committee shall report the results to the President, who shall cause them to be published. New officers shall be installed at the General Membership meeting in June following their election.
- c. Results of the elections of officers shall be reported immediately to NJEA, NEA, and BCEA by a member of the Elections Committee.

Article VIII Fiscal Year

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

Article IX Authority

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 or By-Laws and such standing rules as the Executive Committee may adopt.

Article X Amendment

Amendments to the By-Laws may be made by a two-thirds majority of the active members of the Association voting in a regular or special election called for this purpose, provided that each amendment has been previously introduced at a regular meeting of the Representative Council, and that copies have been distributed to each active member of the Association at least two (2) calendar weeks in advance of the election.

Article XI Code of Ethics

In accordance with the NEA/NJEA Code of Ethics, it is recognized that the highest level of professionalism is expected from our members.

The commitment to the professions includes: “shall not disclose information about colleagues obtained in the course of professional service unless...required by law” and “shall not knowingly make false or malicious statements about a colleague.”

There shall be a committee in place to review any alleged violations.

Violations shall be reported for investigation and action by the NJEA Censure, Suspension, and Expulsion Committee.