

New Jersey Police Traffic Officers' Association, Inc.

CONSTITUTION AND BY-LAWS



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PREAMBLE

This organization shall be known as the New Jersey Police Traffic Officers' Association that is formed for the following purposes:

1. To associate Police Officers engaged in the various areas of Traffic Safety into an organized body so they may be kept apprised of the latest technology, training, legislation, and other matters affecting Traffic Safety.
2. To establish and advance cooperation in the police profession and provide guidance and educational techniques to accomplish the goals of the Association.
3. To contribute time and effort to the citizens of New Jersey by means of serving on State-wide Traffic Safety Committees.
4. To recommend and support legislation consistent with the goals and purpose of this Association and Public Safety.

ARTICLE 1 - MEMBERSHIP

Section 1. Definitions. Although the Police Department is the Member of the Association, the person designated by the Department may be referenced as a department representative or the Member for the purpose of the Constitution and By-Laws and for voting on matters coming before the Association.

(A) Member In Good Standing: A Member is considered in Good Standing if their Department Annual Membership dues is paid in full as of June 30 of the current calendar year and said Member is not in arrears in any other payment(s) due the Association.

(B) The words Member, Members, Membership, Agency, Department, and Organization are synonymous.

(C) Gender: For the purpose of the Constitution and By-laws; the words "he" or "his" shall, whenever necessary, be construed to have the same meaning as the words "she" or "her." "Chairman" "Chairmen" shall mean the same as "Chairperson."

(D) Executive Board are the elected officials of this Association. Refer to Article V and VI for specific offices and duties associated with each.

(E) County Traffic Officers Association is an organized group of police Officers, within the boundaries of a respective county, having an elected Executive Board and conducts regularly scheduled meetings during each year.

Section 2. The membership of this Association shall consist of Active, Associate, Honorary, and Retired members.

(A) An Active Member shall be any authorized representative who is responsible for traffic or traffic related duties of a duly constituted Municipal, County, State, Federal, Police Organization headed by an appointed Chief Executive. Traffic duties as applied in this section shall include Enforcement, Education, or Engineering.

(B) Any person who is the Chief Executive of any organization which by nature of its activity, or any person who by reason of training and experience in any of the various phases of traffic safety, who does not qualify for Active membership may be eligible for Associate Membership in the Association. All proposed applicants shall be investigated by the Membership Committee who shall report at a Regular or Special Meeting and voted upon and approved by a majority of the members present. Associate members shall be subject to the same rules, dues and other charges and are entitled to the same rights and privileges as Active Members, except they are not entitled to hold elected office or vote on any matters coming before the Association.

(C) An Honorary Member shall be anyone recommended by any Active Member in good standing who by their actions or deeds enhance traffic safety or the police profession. All proposed applicants shall be investigated by the Membership Committee who shall report at a Regular or Special Meeting and voted upon and approved by a majority vote of the members present. Honorary Members may attend meetings when approved or invited by the President, but are not eligible to hold office, vote , and are not subject to pay dues.

(D) Each Active Member Department is entitled to one (1) vote regardless of the population of its municipality, or the number of police Officers employed.

(E) Each member department is entitled to one official meeting notice or newsletter. Copies of the Newsletters will be sent either via electronic e-mail or US Postal Service. Departments receiving copies of the newsletter via electronic e-mails will not receive a copy via the US Postal Service. If any additional member of that department wants to receive a newsletter by postal service, he/she must pay the handling cost as established by the Executive Board.

(F) A Life Member shall be anyone who has been a member in good standing in the Association for at least 5 years and has demonstrated active participation in service to or for the Association. All proposed applicants shall be investigated by the Membership Committee who shall report at a Regular or Special Meeting and voted upon and approved by a majority vote of the members present.

(G) Retired Members shall consist of former representatives of a police department which was in Good Standing and wish to remain active in the Association.

(H) Life and Retired Members may attend general and special meetings and serve on committees. They may also serve as advisors to the Executive Board at the discretion of the President. Life and Retired Members are not required to pay dues and do not have voting privileges. They may receive the monthly newsletter but must pay for the handling costs as establish by the Executive Board.

Section 3.

(A) All applications for membership shall be submitted on a form established by the Executive Board.

ARTICLE 2 - DUES

Section 1. The annual membership dues of this Association shall be determined by the Executive Board and approved by the membership, and shall be payable by June 30 of each calendar year.

Section 2. Any department failing to pay their dues on or before June 30 may be

dropped from the rolls of this Association. Any department so dropped may be reinstated by making written application to the Executive Board stating the reason(s) why the dues obligation was not met. The Executive Board shall consider and decide the matter.

Section 3. As long as there are sufficient funds in the treasury to meet the obligations of the Association, members serving on the Executive Board, as defined in Article 7 Section 1, shall be exempt from paying the Annual Dues of the Association for the calendar year(s) while serving on the Board.

ARTICLE 3 - MEETINGS

Section 1. The regular meetings of this Association are usually held on the first Wednesday of each month. The July and August meetings may be held at the discretion of the Executive Board. All regular business meetings shall commence at ten o'clock (10:00 AM).

Section 2. Special meetings are at the call of the President or upon written notice to individual members. Said notice shall be given at least five (5) days in advance of the proposed meeting except in the case of an emergent matter.

Section 3. A quorum for conducting business shall consist of (25) twenty-five active members who are in Good Standing and at least five of whom shall be elected Officers.

Section 4. The Association shall endeavor to conduct Regular and Special meetings at a location at or near the center of the State.

Section 5. At any Regular, Special or Board meeting of the Association each member shall sign in by affixing his or her signature in the appropriate document provided by the Financial Secretary. Surrogate signatures shall not be permitted.

Section 6. The meetings of the Executive Board shall take place at least once per quarter, the date of which shall be determined by the President. Expenses not to exceed ten dollars (\$10.00) per member in attendance shall be paid from the treasury of the Association.

ARTICLE 4 – REGIONS OF THE STATE

Section 1. The State of New Jersey has been divided into eight (8) Regions that shall be served by a Vice President and a Regional Representative.

(A) Each Duly Organized County Traffic Officers Association shall be represented by its President on the Executive Board.

Section 2. The eight (8) regions in the State of New Jersey are defined as follows:

A. Region 1 Bergen County

B. Region 2 Essex and Hudson County

C. Region 3 Morris, Passaic, Sussex, and Warren County

D. Region 4 Hunterdon, Mercer, Middlesex, Somerset, and Union County

E. Region 5 Monmouth and Ocean County

F. Region 6 Burlington, Camden, Gloucester and Salem County

G. Region 7 Atlantic, Cape May and Cumberland County

H. Region 8 New Jersey State Police

ARTICLE 5 - OFFICERS AND ELECTIONS

Section 1.

(A) The elective offices of this Association shall be: President, Executive Vice-President, Secretary, Treasurer, Financial Secretary, Sergeant-At-Arms, Eight (8) Regional Vice-Presidents and Eight (8) Regional Representatives.

(B) The appointed officers of this Association shall be: Executive Director and Operations Secretary. The Executive Director and Operations Secretary may participate in Association deliberations, are not required to pay dues, and do not have voting privileges

(C) The New Jersey State Police Vice-President is whoever commands the Traffic Bureau. The traffic bureau commander shall designate the Regional Representative.

(D) No more than one representative from a member department shall run for elective office.

(E) The term of office for all elective offices shall be for two years.

- 1) Any Board Member may remain in office, after retirement, until his/her position is filled by an active member by election or appointment by the President.

Section 2.

(A) A nominating Committee shall consist of at least three, but no more than eight, members of the Association who shall be appointed by the President by the October meeting of the year elections are to take place. There shall be no more than one member appointed from any one of the eight Regions of the Association and, to the greatest extent possible, such appointments shall be representative of the entire state. This committee shall be responsible for submitting to the membership a slate of names for all elective positions at the regular meeting in November of the election year. The slate of Officers submitted by the Nominating Committee shall consist of one name for each office.

(B) The nominating committee members, while serving on this committee shall not hold any elective office within this Association at the time of appointment to the committee.

(C) The names submitted by the nominating committee shall not be considered the final nominations. Any member who wishes to nominate a member from the floor may do so after the nominating committee gives their report. Nominations from the floor can only be made at the November meeting. The Nominating Committee shall contact any person nominated from the floor who is not present at the time of nomination as soon after the meeting as possible to determine if said person accepts the nomination.

Section 3.

(A) Elections shall take place at the December meeting. Induction of Officers shall occur at the New Business portion of the meeting.

(B) No member can be nominated for more than one office and no member can hold more than one elective office at any one time.

Section 4.

(A) Only those Active members in Good Standing shall be eligible to vote.

(B) A signed voucher shall not be considered as a paid membership until the full amount is received by the Association

(C) In order to be a candidate for the elective office of President, Vice President,

Secretary, Treasurer, Financial Secretary and Sergeant at Arms the candidate shall be a representative of an Active member department who has been in Good Standing for at least three (3) consecutive years including the year of the election. Candidates for said offices must also have attended at least 5 meetings per year during such time.

Section. 5:

Prior to casting a vote in an election a member in good standing must produce valid police identification.

Section. 6:

(A) Once it has been determined that a contested election will take place the president shall appoint an Electoral Committee and designate a chairman. The committee is responsible to ensure voters are eligible and shall maintain a record of who casts a vote. The committee will tabulate the ballots and certify the results.

(B) The committee shall consist of the least number of members needed to administer the election as determined by the Electoral Committee chairman and the President.

(C) Members of the committee shall not be anyone running in a contested position.

(D) Nominees shall be permitted to have one observer present at the polling place and be present during the tabulation of the ballots. The election will commence at the appointed time irrespective of whether or not the observer or candidate is present.

(E) The polls will open at 9:30 a.m. and close at 11:30 a.m.

ARTICLE 6 - DUTIES OF OFFICERS

Section 1. Duties of the President

(A) The President shall preside at all meetings of this Association, shall preserve order and decorum and shall supervise the affairs of this Association. He shall fill, by appointment, all vacancies among Officers and committees that may be caused by resignation, death or other causes. All committees shall be appointed by the President who shall also determine the number of members to serve on each committee. The President may appoint advisors to the Executive Board as he deems appropriate.

(B) Duties of the Executive Director: The President may, with the approval of the Executive Board, appoint an Executive Director. The Executive Director reports to the President.

The Executive Director's duties shall include, but not be limited to:

1. Assist the President in the day-to-day operation of the Association
2. Assist the Operations Secretary in composing and publication of the Association's monthly newsletter.
3. Attend all Regular, Special, and Executive Board meetings.
4. Coordinate liaison with the Executive Board and at the direction of the President represent the Association at public hearings, meetings, and legislative matters.

(a) The Executive Director shall not be permitted to make decisions or bind the Association in any matters that are not consistent with the policies set forth by the Association and must follow the directions and policies of President and/or the Executive Board.

5. Assist the Vice-President as the liaison to each of the Association Regions and County Associations.
6. Compose position papers and written communications on behalf of the Association whenever requested by the President and/or the Executive Board.
7. Report his/her activities at the regular and special business meetings of the Association. If for any reason the Executive Director cannot attend the meeting, he/she shall submit a report to the President who will give the report at the meeting.
8. Assist in obtaining speakers/vendors for appearance at the Regular Meetings.
9. Compensation for services of the Executive Director shall be reviewed and determined biannually by the President and Executive Board and may include a monthly stipend, vehicle mileage reimbursement, and approved out-of-pocket expenses.
10. Any matters in the Association by-laws, policies or procedures, or any other document that is inconsistent with this amendment is hereby declared invalid.

C) The President may, with the approval of the Executive Board, appoint an Operations Secretary. The Operations Secretary reports to the President.

The Operations Secretary's duties shall include, but not be limited to:

1. Assist the President in matters involving the operation of the NJPTOA Office, invoice and collect membership dues, notify members in arrears of dues, maintain a membership roster, and perform necessary tasks involved in the production and delivery of the monthly newsletter.
2. Assist the Executive Director in appropriate matters associated with any training classes or seminars conducted by the Association, including recording attendance, collecting appropriate fees, etc.
3. Attend all Regular, Special, and Executive Board meetings.
4. Co-administer the Association's web site.
5. Manage the daily office business of the Association.
6. Manage the Association telephone communications.
7. Upon the appropriate request from members, make copies of documents, laws, legislation, training, etc., and send by fax, e-mail, or postal mail.

8. Report his/her activities at the regular and special business meetings of the Association. If for any reason the Operations Secretary cannot attend the meeting he/she shall submit a report to the Executive Director who will give the report at the meeting.

9. Compensation for services of the Operations Secretary shall be reviewed and determined biannually, consistent with the term of the President, by the Executive Board and may include a monthly stipend, vehicle mileage reimbursement, and approved out-of-pocket expenses.

10. Any matters in the Association by-laws, policies or procedures, or any other document that is inconsistent with this amendment is hereby declared invalid.

Section 2. Duties of the Executive Vice President

(A) The Executive Vice President shall act as presiding officer of this Association during the absence or temporary disability of the President. In the event of death, resignation or removal of the President, the Executive Vice President shall perform the duties of the President until the next regular election of Officers.

(B) The Executive Vice President shall serve as the liaison between the President and the Board of Director's and shall Chair the Board of Director's Meetings.

Section 3. Duties of the Recording Secretary

(A) The Recording Secretary shall keep a record of the business conducted at the Regular, Special, and Executive Board meetings of the Association.

(B) The Recording Secretary may upon acceptance of an application for membership, issue a certificate of membership to a qualified police department or other organization. The certificate shall include necessary data approved as to form by the Executive Board and shall be signed by the President and Secretary.

(C) The Secretary shall be responsible to distribute membership certificates as required.

Section 4. Duties of the Financial Secretary

(A) The Financial Secretary shall be responsible for the collection of attendance fees. All funds collected by the Financial Secretary shall be turned over to the Treasurer.

(B) The Financial Secretary shall maintain a roster of all members of this Association who attend Regular, Special, and Executive Board meetings.

(C) The Financial Secretary shall be responsible for establishing a meeting place as may be required for Regular and Special Meetings.

Section 5. Duties of the Treasurer

(A) The Treasurer shall keep an accurate account of the financial records of this Association.

(B) All checks issued by the Treasurer shall be signed by any two of Officers, President, Treasurer or Secretary.

(C) With the exception of fixed cost (i.e. postage, etc.) expense in excess of \$500.00 presented to the Treasurer is required to be approved by the membership. Expenses less than \$500 may be paid after approved by the President and Treasurer.

(D) The monthly Treasurer's report shall include the amount of money received and disbursed during the past month.

Section 6. Duties of the Sergeant-At-Arms

(A) The Sergeant-at-Arms shall assist the President and Financial Secretary and perform such duties as directed by the President. The President may request any member to assist the Sergeant-at-Arms

(B) The Sergeant-at-Arms shall have command of the entrance door of the meeting room.

(C) The Sergeant-at-Arms shall be responsible for the collection of any assessments, and shall assist in the collection of funds and the tallying of votes at all regular or special meetings.

Section 7. Duties of the Regional Vice-Presidents

(A) Regional Vice-Presidents shall maintain control of their respective regions. They shall assist in the collection of dues if necessary and shall perform any other assignments in their region. In cases where regional meetings are held, the Regional Vice-President shall preside and will be responsible for any funds collected and all business transacted. They may be called upon to give a report on their Regions at the Regular Business Meeting of this Association.

Section 8. Duties of the Regional Representatives

(A) Regional Representatives shall assist the Regional Vice-President in performing the same duties. In cases where regional meetings are held, the Regional Representative shall preside in the event the Regional Vice-President cannot attend. The Regional Representative may be called upon to give a report at the regular meeting of the Association.

Section 9. Removed

Section 10. Removal of Officers

(A) Any Officers or member of the Executive Board may be removed from office after he has failed to attend three consecutive monthly meetings of this Association, provided that he is not prevented from attending such meeting as a result of illness, absence from the State or being detained in his official duties, or any other just cause that may be determined by the Executive Board. It is incumbent upon the officer who has failed to attend the meetings to state his reasons for not attending to the President.

(B) Any officer may be removed from office by the Executive Board for any violation of this Constitution and by-laws or for conduct unbecoming an officer of this Association, after a hearing on such charges is conducted by the Executive Board.

ARTICLE 7 - COMMITTEES

Section 1.

The President may appoint the following committees and any other committees he/she may deem appropriate during his/her term of office and the President shall appoint a Regional Vice-President as coordinator of each committee.

(A) By-laws: This committee shall regularly review this Constitution and by-laws and may suggest changes to the membership. When changes in the by-laws are properly proposed by the membership, it shall be the duty of this committee to prepare drafts embodying such changes and to present such draft for a vote. The by-laws committee shall be responsible to the President and the Executive Board.

(B) Conference and Seminar: This committee shall organize any conference or seminar that the Association may put forth. It shall be the duty of this committee to select sites, obtain vendors, speakers, instructors, etc. They will be responsible to the President and/or the Executive Board.

(C) Education: This committee shall seek schools pertaining to traffic safety, evaluate the curriculum and report their findings to the President. They shall establish a list of available schools and seminars and inform the President so they may be announced at the regular meeting. They will be responsible to the President.

(D) Good and Welfare: This committee shall attend to the good and welfare of the individual members. They shall investigate and report all cases of illness or death of their families to the President and take proper action as determined by these by-laws or follow the specific direction of the President. They shall be responsible to the President and/or the Executive Board.

(E) Membership: This committee shall investigate all prospective members as to their qualifications in accordance with these bylaws. The committee shall report

their findings to the Executive Board for approval. This committee shall also be responsible for maintaining and increasing the membership in this Association. They shall obtain applications from the regional vice--presidents, investigate such applications, and report as described herein. They shall be responsible to the President and the Executive Board.

(F) Legislative: This committee shall regularly review all proposed or newly enacted statutes pertaining to traffic in the State of New Jersey and shall inform the Executive Board and the President. They shall also review present statutes and report those of interest or in need of revision to the attention of the Executive Board and the New Jersey Legislature. They may also represent the Association at any legislative or other committee hearings held in the interest of Traffic Safety and communicate the interest or position of the Association to any such group. The interest of the Association shall be determined by the membership at a regular meeting. Decisions of the Executive Board are only used as a guide for discussion at a regular meeting. This committee shall be responsible to the President.

(G) Newsletter: This committee shall be responsible to review matters of interest to the Association and submit to the president information for publication in the newsletter that shall be distributed to members in good standing. They shall be responsible to the President.

(H) Oversight: This committee shall keep a copy of all resolutions and votes of the Association on important matters to assure compliance with the will of the Association. This committee shall be responsible to the President and the Executive Board.

(I) Publicity and Public Relations: This committee shall be responsible to organize press releases and distribute them to the appropriate newspapers. All releases that will appear as a position of the Association shall be released in the name of the President or Region vice-president, whichever is deemed appropriate. All releases not coming from the office of the President or Executive Vice President shall have the approval of either of the two aforementioned. This committee shall also join in with the Legislative committee and attend meetings or any hearings or other matters concerned with Traffic Safety that would require testimony or any expression of the Association. They shall be responsible to the President.

(J) Traffic Safety: This committee shall review, examine and research any equipment or other devices or traffic controls that may have an effect on Traffic Safety and report their findings to the membership. They will work to develop information beneficial to the membership as well as receive information for research from the membership with the approval of the President and/or the Executive Board. They shall also attend any meetings or hearings concerning Traffic Safety along with the Legislative and Publicity Committees where an expression of the position of the Association will be on the agenda. They shall be responsible to the President and/or the Executive Board.

(K) Website Committee: This committee shall maintain the Association Website and post matter that are beneficial to the good of the Association and its members. Requests for posting matter on the Website shall be submitted for approval to the President and/or the Executive Board.

(L) Audit Committee: The President shall appoint a committee consisting of three (3) members who shall serve as an auditing committee. They shall examine the records of the Financial Secretary and Treasurer. Such examination shall take place during the first quarter of the following year. If deemed necessary the committee may recommend that the President and Executive Board authorize an independent and professional audit of all financial records of the Association.

Section 2. Special committees and sub-committees may be appointed at the discretion of the President. They shall serve until their purpose is accomplished or when discharged by the President.

Section 3. Committee Rules and Regulations: All committee members will be appointed by the President as needed. The President has the right to remove any committee member who does not perform for the best interests of the Association by either lack of participation or inadequate participation. The Chairperson of each committee may be called upon at each meeting and asked by the President to give a report of the preceding month's activity. The President shall be an ex-officio member of all committees. Any expenses incurred by any committee chairperson or committee member while in the performance of his/her function will be paid by the Association provided the person received advance approval of the President and upon presentation of proper receipts for any such expenditure. Amounts under \$100.00 may be approved by the Executive Board and amounts over \$100.00 require membership approval with the exception of postage costs.

ARTICLE 8 – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all elected Officers of this Association, and the Immediate Past President. The President shall serve as the Chairman of the Board.

Section 2. The Executive Board shall meet as provided under the applicable provisions of these bylaws or when called by the Chairman of the Executive Board. Committee Chairmen may attend the meetings of the Executive Board.

Section 3. The Executive Board shall act for the Association upon matters requiring immediate action, during the interim between meetings and shall report any such action to the Association at the next meeting.

Section 4. The Executive Board shall be an advisory committee to the President and shall, in cooperation with the President, outline the program, activities and policies of the Association.

Section 5. The Executive Board shall arbitrate all disputes and act as trial committee of any member under charges. The decision of the Executive Board shall be final except upon appeal to the Association at a regular meeting.

Section 6. The Executive Board may authorize the Treasurer to make such expenditures as may be necessary.

ARTICLE 9 - DELETED

ARTICLE 10 - VOTING PROCEDURE

Section 1. The methods of voting in the Association, other than for contested elections, shall be at the discretion of the President

A. Voice vote

B. Hand vote

C. Roll Call

Section 2. Any member may request that a roll call vote be taken on any matter under consideration by this Association. Such roll call vote will only be taken if a majority of the members present in good standing concurs with such request.

Section 3. In order to vote, a member must have his dues paid to date and be considered a member in good standing as shown on the books of the Treasurer and/or the Executive Secretary. The Treasurer shall maintain said books up to date.

Section 4. Mail or absentee ballots are prohibited

Section 5. For any contested election voting shall be by secret ballot with only one (1) vote permitted for each Active member department.

ARTICLE 11 - PROPERTY OF THE ASSOCIATION

(A) Any equipment, material or any other items issued or awarded by the Association shall be considered the property of the Association.

(B) Upon termination of membership said property shall be forwarded to the Chairman of the Executive Board.

Section 2. Distribution of Assets upon Dissolution

Upon dissolution of the corporation, its remaining assets if any, shall be distributed to one or more organizations, organized and operated exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of Section 501 (C-4) of the Internal Revenue Code, as now in force, or afterwards amended as the trustees of the corporation shall determine. Any such assets not so distributed, shall be distributed by the Superior Court of the State of New Jersey for the county, in which the registered office of the corporation is then located, to another organization to be used in such manner as in the judgment of such court will best accomplish the general purposes for which the corporation was organized

ARTICLE 12 - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1. Every Active member department of the Association must be notified of the date, time and place of proposed change or changes in the Constitution and by-laws.

Section 2. Any motion to alter, repeal, amend or supplement any provision of the Constitution and by-laws or any part thereof must be presented in writing.

Section 3. Receipt of the proposed change will be announced at the Regular meeting following its receipt or the Regular meeting where it may be presented from the floor under New Business. Notice of the proposed change will be sent to the membership as provided in Section 1 above. The proposed change will also be sent to the By-Laws committee for review and evaluation. Discussion of the proposed change will be tabled until the next Regular meeting at which time the By-Laws committee shall render their report and a discussion on the motion may be heard. The proposed change shall take effect only upon approval by a simple majority of the Active member departments in good standing present at at meeting.

Section 4. Any portion of these bylaws may be temporarily suspended upon a 2/3 (two-thirds) vote of the Active members in good standing present at a regular or special meeting of the Association. The temporary suspension applies only to the issue for which the suspension was proposed and voted and applies for that one time. If the same issue arises at a future time, its temporary suspension must be voted on again.

ARTICLE 13 - OATH OF OBLIGATION OF THE PRESIDENT

I do solemnly swear before God and my fellow man that I will honestly and fairly decide all questions that may arise in this Association. I further promise to appoint all my committees for the best interest of the Association and for the betterment of

the Traffic Safety Officers of the Police Profession, so help me God, and may he help me keep this most solemn promise.

ARTICLE XIV - ORDER OF BUSINESS

Section 1. The Presiding Officer of this Association shall be guided by "Robert's Rules of Order" and the order of business shall be as follows:

- A. Call to order and salute to the flag.
- B. Moment of Silence for departed
- C. Reading or posting of minutes of previous meeting.
- D. Reports of Officers.
- E. Applications for membership.
- F. Reports of Committees and Affiliated Associations
- G. Unfinished Business
- H. Nomination or election of Officers.
- I. New Business.
- J. Adjournment.

By-Law changes:

October 5, 2011: **ARTICLE 5 - OFFICERS AND ELECTIONS**

Section 1.

(E) The term of office for all elective offices shall be for two years.

- 1) Any Board Member may remain in office, after retirement, until his/her position is filled by an active member by election or appointment by the President.

