

CONSTITUTION  
of the  
VENTNOR CITY EDUCATION ASSOCIATION

Article I - Name and Incorporation

- Section I : The name of this organization shall be Ventnor City Education Association, hereafter referred to as the Association..
- Section II: It is incorporated as a non-profit corporation under Title 15, Sections 1-12 of Revised Statutes of the State of New Jersey

Article II - Affiliation

The Association shall be an affiliate of the Atlantic County Council Education Association, the New Jersey Education Association, and the National Education Association.

Article III - Purposes

- Section 1: To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.
- Section 2: To develop and promote the adoption of such personnel policies and standards of preparation and participation as mark a profession.
- Section 3: To advance professional rights and status and responsibilities of its members as educators.
- Section 4: To represent its members in negotiations and grievances with the School Board on all matters of compensation and all other terms and conditions of employment.
- Section 5: To form an Executive Committee to speak with authority for the members.
- Section 6 To establish cooperation between the educator and the community.

Section 1: Active Members

- a. Active membership in the association shall be open to any person employed in the Ventnor City Public School District, the qualifications for whose position are such as to require the member to hold and appropriate Certificate issued by the New Jersey State Board of Examiners and who holds such a certificate.
- a. Active members, where eligible, of the Association shall also be members of the Atlantic County Education Association, the New Jersey Education Association, and the National Education Association.

Section 2: Honorary Members

Honorary membership may be conferred upon members of the teaching profession or other persons for distinguished service to education and the profession. Honorary members shall enjoy all the privileges of the Association except those of voting and holding office and shall be exempt from payment of dues.

Section 3 Retired Members

Active members upon retirement may continue to enjoy all rights and services of active members except the right to vote and the right to be elected to office, by payment of the annual dues as a retired member.

Section 4 Rights of Membership

- a. Every active member shall have the equal rights and privileges within the organization to nominate candidates for office; to vote in elections or on referendums of the Association, or to attend membership meetings; to participate in the deliberations and voting upon the business of such meetings except that in voting on contract ratification only members in the appropriate unit of representation shall have the right to vote.
- a. Every member shall have the right to meet and assemble fully with other members; to express views, arguments or opinions; to express views at meetings upon candidates in an election of the Association or upon any business properly brought before the meeting.

- a. No member shall be fined, suspended, expelled or otherwise disciplined

except for non-payment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full hearing.

#### Article V - Officers

- Section 1: The officers of the Association shall consist of a President, Vice President, a Corresponding Secretary, a Recording Secretary and a Treasurer.
- Section 2: The officers shall be elected at the March general meeting and be installed for a term of one year.
- Section 3: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and by a majority vote of the members of the Association.
- a. Recommendation for recall can be made by the submission of a petition containing the signatures of 2/3 of the total membership to the Executive Committee.
  - a. The executive Committee shall notify in writing any officer who has been recommended for recall.
  - a. Any officer may appeal in writing to the Executive Committee.
  - a. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
  - a. The report of those hearings shall be made available to the membership.
  - a. A general membership meeting shall be called two weeks after the issuance of the report.
  - a. Such recall shall be determined by a 2/3 majority of the total membership at said meeting.
- Section 4: Nothing in this Article shall be construed as precluding officers from succeeding themselves in office if duly elected.
- Section 5: In the event of vacancy in the office of President, the Vice President shall become President and serve until the next annual meeting.

The Executive Committee shall consist of:

- a. The officers of the Association
- a. The immediate past President
- a. One elected representative from each building.

#### Article VII - Amendments

Amendments to this Constitution 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:

- a. the amendments have been submitted in writing to the Secretary of the Association.
- a. the Secretary of the Association has distributed copies of the amendment to the members of the Executive Committee.
- a. the Executive Committee, by a majority vote, proposes to recommend said amendments to the general membership.
- a. the Secretary of the Association has distributed copies of the amendments so proposed to all active members of the Association at least two calendar weeks in advance of the election.

#### BYLAWS

##### Article I - Meetings

###### Section 1: Executive Committee

The Executive Committee shall meet at least one week prior to the regular or special meetings, or at the call of the President, or at the request of any three members of the Committee.

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###### Section 2: General Membership

- a. There shall be at least four general meetings of the Association to be held

on the second Thursday of the months of October, January, March and May. School will be dismissed at 3 o'clock for regular meetings; 100% attendance is required.

- a. Special meetings may be held at the call of the President or upon written petition of eight or more members.
- a. At least one week prior to each general membership meeting, the Secretary shall notify all members of the time and place of said meeting.

Section 3: The order of business at any Executive Committee or regular General Membership meeting shall be as follows:

- a. Call to Order
- a. Approval of Minutes
- a. Correspondence
- a. Report of Treasurer
- a. Reports of Standing Committees
- a. Reports of Special Committees
- a. Old Business
- a. New Business
- i. Adjournment

#### Article II - Quorum

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

Section 2: A quorum for all meetings of the Association shall consist of a simple majority of the active membership and a quorum for the committee meetings shall consist of a simple majority of the committee.

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#### Article III - Powers and Duties of the Officers

Section 1: President - The President shall:

- a. preside over all meetings of the Executive Committee, and General Member-

ship

- a. 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 Bylaws
- a. be ex-officio a member of all committees
- a. with the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted.
- a. represent the Association before the public either personally or through a designated representative
  - a. perform all other functions usually attributed to the office.

Section 2: Vice President - The Vice President shall:

- a. assume all duties of the President in his or her absence and work closely with one or more standing committees as the President may suggest
- a. become President whenever the presidency becomes vacant as previously stated in the constitution
- a. be an ex-officio member of the Negotiations and Grievance Committee.

Section 3: Corresponding Secretary - The Corresponding Secretary shall:

- a. be responsible for handling all correspondence for the Association
- a. as directed by the President and Executive Committee, carry on the affairs of the Association
- a. notify the appropriate members as to the time and place of the Executive Committee, and General Membership meetings at least seven (7) calendar days prior to the meetings.

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Section 4: Recording Secretary - The Recording Secretary shall:

- a. keep accurate minutes of all of the Executive Committee and General Membership meetings
- a. shall maintain the official files

- a. distribute minutes to all members within ten (10) days following the Executive Committee and General Membership meetings
- d. distribute copies of all proposed amendments to the Constitution as previously stated in the Constitution.

Section 5: Treasurer - The Treasurer shall:

- a. be responsible for collection of all dues
- a. deposit all monies in a bank, in the name of the Association
- a. notify NJEA of name of bank in which Association dues are deposited
- a. hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President
- a. sign all checks along with the President
- a. report at each meeting of the Executive Committee and General Membership
- a. prepare an annual financial statement which shall be distributed to all members
- a. file the appropriate Federal and State forms
- i. transmit appropriate NJEA-NEA dues money to NJEA no later than ten (10) days after its receipt by Association from the Board of Education
- a. serve on the Budget Committee
- a. be bonded for such amounts as may be determined by the Executive Committee from time to time.

#### Article IV - Powers and Duties of the Executive Committee

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Section 1: The Executive Committee shall:

- a. be responsible for the management of the Association
- a. authorize all expenditures within the limits of the budget
- a. establish such special committees as may be necessary

- a. set the agenda for all General Membership meetings.

Section 2: In the event of vacancy in the office of the President, the Vice President shall become President and serve until the annual election.

Section 3: Whenever the offices of both the President and Vice President shall become vacant between elections except as previously stated in the Constitution, the remaining members of the Association shall call a special election to fill both offices.

Section 4: The Executive Committee shall:

- a. approve the budget and subject to acceptance by a majority vote of the Association
- a. set the dues for the Association with the approval by a majority of the General Membership
- a. act on reports of committees
- a. establish the policies of the Association
- a. adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws.

#### Article V - Committees

Section 1: Standing Committees

The following standing committees shall be appointed by the President of the Association with the approval of the Executive Committee:

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- a. The Negotiations Committee shall survey the members and prepare a proposed package to be negotiated with the Board of Education by the Association's negotiation team in all areas of member welfare and general working conditions. The Negotiations Committee will conduct professional discussions in good faith with the Ventnor City Board of Education on matters concerning personnel policies, working conditions, fringe benefits and other conditions of professional service. They should report to the Association periodically.



- a. The Professional Rights and Responsibilities 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 committee shall be composed of at least one (1) member from each school building, and each member shall be tenured.
- a. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll cash members, new teachers and former non-members enrolled for the current school year. It shall communicate with members on Automatic Payroll Deduction to return by direct mail any corrections in their status or address after receiving their annual membership cards in the mail.
- a. The Nominating Committee shall consist of at least three members whose duty shall be to present a suggested slate of officers to the membership not less than one month prior to the May meeting of the Association. It shall be the duty of the nominating committee to post the names of nominees in each of the buildings at least one month prior to the election. Members shall be representative of each building, appointed by the Association at the October meeting.
- a. The Public Relations 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 cooperatively with the public in civic, fraternal and social organizations.
- a. The Social Committee shall organize such social activities as may serve the needs of members and promote rapport within the Association.

Section 2: Special Committees

Each year the President shall appoint, with the approval of the Executive Committee, and Audit Committee and such other committees as may be necessary, and shall disband them upon completion of their duties. 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.

Section 3: A representative shall be appointed by the President to the county Executive Board (Association). The term of this representative shall be for two (2) years.

The duties shall be to represent the local association and to report on the activities of the County Association.

Section 4: All committee chairmen and committee members shall be responsible to the Executive Committee.

#### Article VI - Elections

Section 1: Election of Officers

- a. All candidates for office must be active members of the Ventnor City Education Association, the National Education Association and the New Jersey Education Association.
- a. The election of all officers shall be by ballot unless decided by voice vote at at regular annual meeting in May. Induction of elected officers shall be made during the end of the year social meeting.
- a. The term of office shall be for one year to begin on the first day of September following the election.
- a. The Vice President shall automatically succeed the President where the President is unable to perform the duties of that office.
- a. The President shall hold office not more than two (2) years in succession. The Vice President shall fill unexpired term of President without it being considered a term of office.
- a. Should a vacancy in any office other than the Presidency occur, it shall be filled by the Executive Committee at a special meeting or at its next regularly scheduled meeting.

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Section 2: Nominations

The President shall appoint, subject to approval by the Executive Committee, a Nominating Committee. No officer of the Association or member of the Executive Committee shall serve on the Nominating Committee. A list of names of candidates shall be prepared by the Committee and presented to the Executive Committee and General Membership at least four (4) days before the election. Candidates may be nominated from the floor at the general election meeting.

Section 3: Voting

- a. The annual elections shall take place no later than May at the regular General Membership meeting.
- a. At the May general meeting, members shall vote for officers by secret ballot. A majority vote shall elect an official. New officers shall be installed after the results are announced.
- a. Results of the elections of officers shall be reported immediately to NJEA, NEA, and the County Association by a member of the Election Committee.

#### Article VII - Fiscal Year

The fiscal year of the Association shall begin on September 1<sup>st</sup> and end on August 31<sup>st</sup>.

#### Article VIII - Parliamentary Procedures.

The most recent edition of the Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws unless it is suspended by a 2/3 vote of the members present at the meeting.

#### Article IX - Amendments

Amendments to the Bylaws 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 Association and that copies have been distributed to each active member of the Association at least two (2) calendar weeks in advance of the election.

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#### Article X - Gifts

All contributions and gifts shall be the responsibility of the Public Relations Committee. All necessary monies shall be taken from the treasury with the approval of the Executive Committee. These moneys will be kept in a separate "Philanthropic Account."



