

CONSTITUTION & BYLAWS
FOR THE
GALLOWAY TOWNSHIP EDUCATION ASSOCIATION

(Revised March 2011)

Article I – Name and Incorporation

- Section 1: The name of this organization shall be the Galloway Township Education Association, hereafter referred to as the Association.
- Section 2: It is incorporated as a non-profit corporation under Title 15, Sections 2-8 of Revised Statutes of the State of New Jersey.
- Section 3: The Association shall apply for tax exempt status under Internal Revenue Code 501 c (5) and govern itself in a manner that will not jeopardize its tax exempt status. The Association may apply to NJEA to be included in a group exemption letter.
- NOTE: “Tax exempt status” only applies to income tax and covers money collected by an association, i.e., dues. NJEA and its affiliate associations are labor organizations, and, as such, CANNOT be sales tax exempt.

Article II – Affiliation

The Association shall be an affiliate of the Atlantic County Council of Education Associations, 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.
- Section 4: To represent its members and other employees 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 a representative body to speak with authority for its members.

Section 6: To establish cooperation between the educator and the community.

Article IV – Membership

Section 1: Active Members

- a. Active membership in the Association shall be open to any person employed in the Galloway Township School District, except administrative and those deemed managerial by PERC.

Section 2: 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 and shall be exempt from paying of dues.

Section 3: 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 referenda of the Association; 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.
- b. Every member shall have the right to meet and assemble fully with other members; to express any 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.
- c. 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 and fair hearing.

Article V – Officers

- Section 1: The officers of the Association shall consist of a president, a first vice president, a second vice president, a recording secretary, a corresponding secretary, and a treasurer.
- Section 2: The officers shall be elected after its spring general meeting and be installed in May or June for a two year term.
- 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 majority vote of the members of the Association.
- a. Recommendation for a recall can be made by the submission of a petition containing signatures of 75% of the membership to the Executive Committee.
 - b. The Executive Committee shall notify in writing any officer who has been recommended for recall.
 - c. Any officer may appeal in writing to the Executive Committee.
 - d. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendations of recall of an officer.
 - e. The report of those hearings shall be made available to the membership.
 - f. A general membership meeting shall be called two weeks after the issuance of the report.
 - g. Such recall shall be determined by a majority vote of the membership in attendance at said meeting.
- Section 4: Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if dully elected.
- Section 5: In the event of a vacancy in the office of President, the First Vice President shall become the President and serve until the next annual election.

Article VI – Executive Committee

The Executive Committee shall consist of:

- a. the officers of the Association
- b. the immediate Past President

Article VII – Representative Council

Section 1: The policy-forming body of the Association shall be the Representative Council.

Section 2: The Representative Council shall consist of the Executive Committee, the Head Representative from each school, Committee Chairpersons, and any other representative from each school.

Section 3:

- a. In every building in the Galloway Township Public School District, the President shall appoint for a term of two years one representative to the Representative Council for every ten members or major fraction thereof. Where more than one such representative serves, one shall be designated as Head Association Representative.
- b. The Association shall guarantee ethnic minority representation on its Representative Council at least proportionate to its active ethnic minority membership.
- c. The Association shall guarantee non-classroom teacher representation on its Representative Council proportionate to its non-classroom teacher membership.

Section 4: Since every school must have representation at all Representative Council meetings during the year, the Head Association Representative must either attend or send a designee to represent his/her school. The Head Association Representative or designee shall call meetings of the Association within their school buildings to discuss Association business, appoint such building committees as the Association may require, the enrollment of members, and two-way association communications within the building.

Section 5: Any member of the Association who is not a member of the Representative Council may attend the meetings, shall sit apart from the voting body, but may receive permission to speak.

Article VIII – Amendments

Amendments to the 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
- b. the Secretary of the Association has distributed copies of the amendments to the members of the Representative Council
- c. the Representative Council, by a majority vote, proposes to recommend said amendment to the general membership
- d. 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 this election

BYLAWS

Article 1 – Meetings

Section 1: Executive Committee

The Executive Committee shall meet at 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 at the request of the Executive Committee. The Executive Committee shall prepare the agenda for each meeting and shall circulate to all members of the Council so that the Representatives have time to discuss it with their faculty members in advance of the Council meetings.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Committee by 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 three meetings of the members each year.
- b. Special meetings of the membership may be called by the President, or upon request of one-quarter of the members for a specific purpose.
- c. 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 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 Committee 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: President – The President shall:
- a. preside over all meetings of the Executive Committee, Representative Council and General Membership
 - b. appoint the chairperson and members of all standing committees and special committees with the approval of the Executive Committee and not otherwise provided for in the Constitution and Bylaws
 - c. be an 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 functions usually attributed to the office
 - g. A stipend of \$2500 shall be paid to the President of the Association by the Association. The stipend shall be paid no later than June 30, of each school year.

Section 2: First Vice President – The First 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
- 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 Committee
- d. be responsible for facilitation of communication between Association members and the superintendent (Liaison).
- e. A stipend of \$1500 shall be paid to the First Vice President. The stipend shall be paid no later than June 30, of each school year.

Section 3: Second Vice President – The Second Vice President shall:

- a. assume all duties of the First Vice President in his or her absence and work closely with one or more standing committees as the President may suggest
- b. be an ex-officio member of the Negotiations and Grievance Committees
- c. A stipend of \$1500 shall be paid to the Second Vice President. The stipend shall be paid no later than June 30, of each school year.

Section 4: Recording Secretary – The Recording Secretary shall:

- a. keep accurate minutes of the Executive Committee, Representative Council, and General Membership meetings
- b. shall maintain the official files
- c. distribute copies of all proposed amendments to the Constitution as prescribed in Article VII of the Constitution
- d. A stipend of \$1000 shall be paid to the Recording Secretary. The stipend shall be paid no later than June 30, of each school year.

Section 5: Corresponding Secretary – The Corresponding Secretary shall:

- a. be responsible for handling all correspondence for the Association
- b. notify the appropriate members as to the time and place of the Executive Committee, Representative Council, and General Membership meetings at least seven (7) calendar days prior to the meetings
- c. A stipend of \$1000 shall be paid to the Corresponding Secretary. The stipend shall be paid no later than June 30, of each school year.

Section 6: Treasurer – The Treasurer shall:

- a. be responsible for the supervision of collection of all dues by the Membership Chairperson
- b. deposit all monies in the bank, in the name of the Association
- c. notify NJEA of name of bank in which Association dues are deposited
- d. hold the funds of the Association and disperse them accordingly upon submission of vouchers approved by the President
- e. sign all checks along with the President
- f. report at each meeting of the Executive Committee, Representative Council, and General Membership
- g. prepare an annual financial statement
- h. file the appropriate Federal and State forms
- i. supervise the transmission by the Membership Chairperson of appropriate NJEA/NEA dues money to NJEA no later than ten (10) days after its receipt by Association from the Board of Education
- j. be bonded for such amount as may be determined by the Executive Committee from time to time
- k. A stipend of \$1500 shall be paid to the Treasurer. The stipend shall be paid no later than June 30, of each school year.

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. by a two-thirds vote authorize the spending of money for items over \$150 but not in excess of the \$500 in any one case. Disbursements in excess of the \$500 must have the approval of the Representative Council. A purchase for the amount less than \$150 requires only approval of the President and Treasurer
 - c. propose policies for consideration by the Representative Council
 - d. execute policies established by the Representative Council
 - e. cause to be reported to the members its transactions and those of the Representative Council
 - f. establish such special committees as may be necessary
- Section 2: In the event of a vacancy in the office of the President, the First Vice President shall become President and serve until the next annual election.
- Section 3: Whenever the offices of both the President and of the Vice Presidents become vacant between elections except as provided in Article V, Section 5 of the Constitution, the remaining members of the Executive Committee shall chose one of their members to serve as President pro tempore until the Representative Council can fill the vacancies.

Article V – Powers and Duties of the Representative Council

- Section 1: The Representative Council shall:
- a. set the dues of the Association
 - b. act on reports of committees
 - c. establish the policies of the Association
 - d. adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws

e. be the final judge of qualifications and elections of officers

Section 2: Powers not delegated to the Executive Committee, the officers or other groups in this 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.

Section 2: Appointment

The President, with the advice and consent to the Executive Committee, shall appoint members of standing committees at the first regular meeting and fill all unexpired terms as vacancies occur.

Section 3: Meetings

Each standing committee shall determine its own calendar of meetings.

Section 4: Reports

Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee, Representative Council, and the General Membership and shall prepare an annual written report which shall become a part of the continuing record in the Association files.

Section 5: Committee Titles and Duties

- a. The Negotiation Committee shall survey the members and prepare a proposed package to be negotiated with the Board of Education by the Association's negotiating team in all areas of member welfare and general working conditions.
- b. The 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 of the Executive Committee in situations involving the defense of individual rights.

- c. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll cash members, new teachers and former non-members 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.
- d. The Cheer Committee shall be responsible for sending remembrances for funerals and cards and gifts for members according to guidelines established by the committee.
- e. The Social Committee shall organize such social activities as may serve the needs of members and promote rapport within the Association.
- f. The Legislative Committee shall have broad concern for state and national legislation affecting the interest of the Association. It shall inform members about newly proposed and enacted legislation related to their interests, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility to vote and their right to participate in political activity.
- g. The Pride Committee shall be responsible for promoting “Pride in Public Education” in all schools in the district.

Section 6:

- a. Each Committee Chairperson should be in attendance at all Representative Council Meetings. In lieu of his/her attendance, a brief report detailing the status of the committee shall be submitted to the President prior to the meeting.
- b. The Chairpersons of the Committees listed in Article VI, Section 5, b-g shall be paid \$300 per year. The stipend may be adjusted or withheld if the Executive Board decides that the Committee Chair is lax in fulfilling his/her duties. The stipend shall be paid no later than June 30, of each year.

Section 7:

The Head Association Representative in each building shall be paid \$300 per year. This stipend may be adjusted or withheld if the Executive Board decides the Head Representative is lax in fulfilling his/her duties. The stipend shall be paid no later than June 30, of each year.

Section 8: Special Committee

Each year the President shall appoint, with approval of the Executive Committee, special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Committee.

Article VII – Elections

Section 1: Nominations

- a. The President, subject to approval by the Representative Council at its winter meeting shall appoint a Nominating Committee which will name one or more candidates for President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- b. The Nominating Committee shall present all nominations to the general membership at its spring meeting. Any member of the Association may nominate other candidates from the floor.
- c. In the event of a vacancy, the President shall appoint with the approval of the Executive Committee a replacement to serve until the next general election. The vacant position shall be balloted for remaining years of the vacancy.
- d. No currently elected officer shall serve on the Election Committee.

Section 2: Voting

- a. The President, with approval of the Representative Council, shall appoint an Election Committee. No elected person may serve on this committee.
- b. After the spring general meeting members shall vote for officers by secret ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Council.
- c. Results of the elections of officers shall be reported immediately to NJEA, NEA, and the County Association by a member of the Elections Committee.

- d. In odd numbered years, the President, Second Vice President and Recording Secretary shall be elected.
- e. In even numbered years, the First Vice president, Treasurer and Corresponding Secretary shall be elected.

Article VIII – Fiscal Year

The Fiscal year of the Association shall begin August 1, and end July 31.

Article IX – Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Committee may adopt.

Article X – 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 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.