

Bylaws of the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel Association

Article I – Fiscal Year and Dues

1. The fiscal year of ACCCOSAP shall begin on September 1, and shall end on August 31.
2. The annual dues for members shall be determined by majority vote of the general members in good standing after reasonable notice of the intention to vote on such a question. Voting shall be by secret ballot at a general or special meeting.
3. No person, whose dues for the current fiscal year are unpaid, shall be considered a member, shall vote, or be entitled to any rights or privileges of membership.
4. New employees shall begin to pay dues after they have signed the membership papers and the membership chair has submitted them to NJEA, and at this time shall be entitled to all rights and privileges of membership.

Article II – Quorum

1. A quorum for a meeting of the Association shall be no less than 25% of the active members of the Association.
2. A quorum for the Executive Committee shall be a majority of those holding office.
3. A quorum of any committee shall be a majority of its members.

Article III – Powers of the Officers

1. President
 - a. Presides over meetings
 - b. Appoints with consent of Executive Committee
 - c. Represents Association in public
 - d. President or designee co-signer with Treasurer on checks
 - e. Speaks for the Association
2. Vice President
 - a. Assumes the duties of president in his/her absence
3. Secretary
 - a. Keep accurate records including minutes, correspondence and distribution of notices
4. Treasurer
 - a. Keep accurate financial records including bank accounts, treasurer's report and a voucher system for checks
 - b. Co-signer with president or designee on checks

- c. Bonded by NJEA
- d. Records bank accounts with NJEA
- e. Coordinates the paying of bills with a voucher system and writes no checks for cash.

Article IV – Powers of the Executive Committee

1. Shall be responsible for the management of the Association.
2. Shall authorize expenditures within the budget.
3. Shall propose policies, activities and programs to the general membership.
4. Shall execute policies of the Association.
5. Shall execute the following process to fill vacancies
 - a. In the event of a vacancy in the office of president the vice president shall become president until the next election.
 - b. Whenever the offices of both the president and vice president shall become vacant between elections, except as provided in a above, the remaining members of the Executive Committee shall choose one of their members to serve as President pro tempore until the general membership can fill the vacancies.

Article V – Powers of the General Membership (Committee of the Whole)

1. Shall approve the budget.
2. Shall set the dues.
3. Shall establish polices.
4. Shall act on committee reports.
5. Shall adopt rules for the Association.
6. Shall be the final judge of elections.

Article VI – Election of Officers and Delegates

1. Nomination of officers shall take place at a regular meeting of the Association following the conclusion of negotiations and prior to the election.
2. A nominating committee/Elections Committee shall be appointed by the President to propose a slate of officers. Committee nomination shall be posted at least two weeks prior to the stated meeting. Nominations may be from the floor at the above-mentioned meeting. No officer of the Association or Executive Committee shall serve on the Elections Committee.
3. The election shall be conducted by secret ballot within one week after the above meeting. Ballots will be sealed in envelopes and the one-person one-vote principle shall apply. Successful candidates must receive a majority of votes cast. If one candidate does not receive a majority of votes cast, a run-off

election shall be held with only the names of the two leading candidates listed on the ballot.

4. New officers shall assume their duties following the Association meeting at which they are elected.
5. Results of the elections of officers shall be reported to ACCEA, NJEA and NEA by a member of the Elections Committee.

Article VII – Meetings

1. There shall be no fewer than two regular meetings of the entire Association during a calendar year, with a five-working day notice.
2. The President may call special meetings. A twenty-four hour notice will be given for all special meetings.
3. The Executive Committee shall meet once a month with the date set at the previous meeting.

Article VIII – Negotiations

1. The Association, its agents or representatives, shall be authorized to act for its members pursuant to Chapter 123, Public Laws, of the State of New Jersey, for the purpose of collective negotiations. This bargaining unit will establish the committee to carry out negotiation with the Association.
2. Such negotiations shall be comprehensive, including all salaries, terms and conditions of employment.
3. The President shall appoint a Chairperson of the team, and with the approval of the President, the Chair shall appoint the team.
4. Ratification of any contract negotiated by the bargaining unit of the Association shall be done by secret ballot of the eligible members of the unit, and by a majority of the votes cast at a ratification meeting. The proposed contract shall be made available at least one week prior to the ratification meeting. Time shall be permitted during the ratification meeting to answer any questions regarding new contract language.

Article IX– Affiliations

The Association may affiliate formally or informally and/or cooperate with other groups, organizations and individuals in order to facilitate the achievements of its purpose.

Article X – Standing Committees and Delegates

1. Structure - There shall be standing committees carrying the specific functions listed below.
2. Appointment - The President, with the advice and consent of the Executive Committee, shall appoint members of the standing committees for the length of time between elections.
3. Meetings - Each committee shall meet according to the need and a calendar developed by the committee.
4. Reports - Each committee shall select a secretary who will keep a record of all business of the committee and present a report to the Executive Committee and General Membership as requested.
5. Committee Titles and Duties
 - a. Negotiations – shall represent the bargaining unit in negotiations with the Board of Trustees of the College.
 - b. Grievance – shall process grievances within the procedure established by the master contract. The President shall appoint the Chairperson of the grievance committee, and approve the selection of the committee by that Chairperson. It shall be the duty of this committee to determine the validity of a grievance brought before it by a member.
 - c. Political Affairs – shall represent the Association in political and legislative matters as they affect the Association.
 - d. Budget – shall propose to the Executive Committee a budget each year and have full access to financial records.
6. Delegates to the Atlantic County Council of Education Associations (ACCEA) shall minimally consist of the President as well as any additional members appointed by the President.
7. Delegates to the National Education Association (NEA) Representative Assembly shall be according to the rules of the NEA. The President of the Association, or the President’s designee, however, shall be a delegate. The President shall appoint a second delegate if appropriate. The Vice President of the Association shall be the first successor delegate.

Article XI – Special Committees

Audit - Each year, with the approval of the Executive Committee, appoint an Audit Committee and shall disband it upon completion of its duties. The Audit Committee shall operate according to the rules approved by the Executive Committee and those found in the NJEA Standards of Affiliations. No officer shall serve on the Audit Committee. The books and accounts shall be examined at least once a year. A copy of the audit shall become a part of the Association’s permanent file and a copy shall be sent to NJEA.

Article XII – Duties of Association Representatives

The Association Representatives shall represent areas with a community of interest as determined by the Executive Board. There shall be one AR for each ten-fifteen members of a particular group. AR's shall be elected by the respective groups. Elections for AR's will be held in the month of May; newly elected representatives will assume their duties as of September 1. Any group not electing an AR by May 1, will be represented by a person appointed by the President.

Association Representatives shall reflect members' needs and beliefs to the Executive Committee, serve as communicator between the Association and its members, and provide prompt Association support to individual members when help is needed.

Article XIII – Rules of Order

Robert's Rules of Order – shall govern conduct of meetings of the Association, officers, and committees insofar, as these rules are not inconsistent with the Constitution and Bylaws of this Association.

Article XIV - 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 NJEA. The NJEA Delegate Assembly shall determine what constitutes a danger to NJEA. The 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 the corporation remaining, after paying or providing for all debts and obligations, shall be distributed and paid over to such fund or corporation organized or operated as a labor union as the Board of Trustees of the Association shall determine, and shall, at the time, qualify as a tax exempt organization under Section 501 (c) (5) of the Internal Revenue Code, or as may be amended.

Article XV – Amendments to the Bylaws

1. Amendments to the bylaws may be proposed for consideration by the following procedures:
 - a. By a majority of the officers of the Association, or
 - b. By a petition signed by no fewer than 10% of the members of the Association.

2. All proposed amendments shall be put in writing and distributed to all members at least one week prior to the meeting at which a vote shall be taken. A three-fourths vote of those present and voting, should a quorum exist, shall be necessary for adoption.

Approved 2/1/12