

# **CONSTITUTION AND BY-LAWS OF THE BERGEN COUNTY EDUCATION ASSOCIATION, INC.**

## **ARTICLE I**

### **NAME**

The name of this organization shall be Bergen County Education Association (BCEA).

## **ARTICLE II**

### **OBJECTIVES**

The objectives of this organization shall be:

1. To unite the educators and active supportive members of Bergen County in one professional organization.
2. To promote educator welfare throughout the county;
3. To promote and develop the highest professional standards, practices and ethics among educators;
4. To aid and develop the individual and educational needs of the youth of Bergen County;
5. To promote, encourage, and assist local associations in the County;
6. To promote the goals of the United Teaching Profession.

## **ARTICLE III**

### **MEMBERSHIP**

#### **SECTION 1. ACTIVE PROFESSIONAL MEMBERS**

Any person (1) who is regularly employed in a professional education capacity in a Bergen County public school, college, university, institution or agency operating under the laws of the State of New Jersey and (2) who if in a position which requires a certificate or if not in a position which requires such certificate holds an earned bachelor's degree, or any person employed in a professional capacity by this Association and (3) where eligible, is a member of the appropriate affiliated local association and the New Jersey and National Education Associations, may become an active professional member of this Association, by payment of the annual dues. Active professional members shall have the right to vote, hold office, and receive services of the Association. (4) To qualify for "Life Membership" a current member must make a single dues payment equal to the current dues in his or her membership category times a factor of ten. This payment is waived for all members who pay have paid dues to BCEA for 50 years or more at the time of the passage of this motion and for all members who pay dues 50 years in the future. Those individuals become life

members after 50 years of membership. (Life Membership) entitles the holder of said membership to all rights and benefits of (active membership), including the rights to vote and to hold all BCEA offices. These rights do not expire upon retirement of school employment.

## **SECTION 2. GENERAL PROFESSIONAL MEMBERS**

Any person engaged in any professional education capacity in Bergen County other than those specified in Section 1 may become a general professional member of the Association by payment of the annual dues. General professional members shall have the right to receive such services of the Association.

## **SECTION 3. ACTIVE SUPPORTIVE MEMBERS**

Any person employed in other than a professional education capacity in a public or state school, college, university, or other institution or agency operating under the laws of the State of New Jersey in Bergen County may become active supportive members of this Association by payment of the annual dues. Active supportive members shall have the right to vote, hold office and receive the services of the Association. To qualify for "Life Membership" a current member must make a single dues payment equal to the current dues in his or her membership category times a factor of ten. This payment is waived for all members who pay have paid dues to BCEA for 50 years or more at the time of the passage of this motion and for all members who pay dues 50 years in the future. Those individuals become life members after 50 years of membership. (Life Membership) entitles the holder of said membership to all rights and benefits of (active membership), including the rights to vote and to hold all BCEA offices. These rights do not expire upon retirement of school employment.

## **SECTION 4. RETIRED MEMBERS**

Upon retirement active Bergen County members may continue to receive the services of the Association without further payment of dues.

## **SECTION 5. HONORARY MEMBERS**

Honorary members may be elected by a vote of three-fourths of the Executive Committee, provided that nominations for such honorary memberships shall have been approved by a three-fourths vote of all members of the Council. Honorary members shall have the right to receive the services of the Association.

## **SECTION 6. QUALIFICATIONS**

Any person joining the Association shall agree to subscribe to its purposes as stated in Article II and to abide by the provisions of the Constitution and By-Laws.

## **ARTICLE IV**

## **OFFICERS**

### **SECTION 1. OFFICERS**

The officers of this Association shall be a President, a First Vice-President, a Second Vice-President, and a Secretary-Treasurer, who shall be elected for terms of three years and may succeed themselves in office. The President, First Vice-President, Second Vice-President, and Secretary-Treasurer shall assume the duties of their offices on September 1 following their election, and shall hold office within their terms as long as they ethically perform the duties of their office and until their successors take office.

### **SECTION 2. DUTIES OF OFFICERS**

The PRESIDENT shall call meetings of the Executive Committee and Council and shall preside at such meetings. The President shall be an ex-officio member of all committees and shall perform such other duties as shall devolve from this office. The President shall appoint co-chairpersons of all standing committees (see Article IX, Section 1).

The FIRST VICE-PRESIDENT, in the absence of the President shall perform all the duties and enjoy all the privileges of the office of president. Should the President of the Association die or resign, the First Vice-President shall become the President. The First Vice-President shall be responsible for the coordination of the Government Relations Committee, the Public Relations Committee, and the Constitutional Review Committee. The First Vice-President shall be responsible for the running of the annual Legislative Dinner and the annual Leadership Conference. The First Vice-President shall be an ex-officio member of all committees.

The SECOND VICE-PRESIDENT, in the absence of the President and First Vice-President shall perform all the duties and enjoy all the privileges of the office of President. The Second Vice-President shall be responsible for the coordination of the I.P.D. Committee and the Human Relations Committee. The Second Vice-President shall be responsible to insure the publication of *The Reporter*. The Second Vice-President shall be an ex-officio member of all committees.

The SECRETARY-TREASURER ELECT shall work in conjunction with the outgoing Secretary-Treasurer from the last Executive Committee meeting in June until assuming office on September 1.

The SECRETARY-TREASURER, in the absence of the President, the First Vice-President, and the Second Vice-President shall perform all the duties and enjoy all the privileges of the office of President. The Secretary-Treasurer shall collect and have custody of all funds of the Association; shall pay out such funds only on orders authorized for payment in accordance with rules and regulations recommended by the President and the Executive Director and approved by the Executive Committee; shall keep the seal of the Association; shall be an ex-officio member of all committees, and shall perform such other duties as

shall devolve from this office. The Secretary-Treasurer shall be responsible for the coordination of the Fall Focus meeting, the Action Committee, the Budget Planning and Control Committee, the Hospitality Committee and to develop programs for Active supportive members. The Secretary-Treasurer shall be responsible for the running of the Membership Orientation Meeting.

Each officer shall prepare and present an annual report at the annual meeting in June.

## **ARTICLE V**

### **EXECUTIVE COMMITTEE**

#### **SECTION 1. MEMBERSHIP**

There shall be an Executive Committee consisting of:

- a. Elected officers of the Bergen County Education Association.
- b. The Bergen County members of the NJEA D.A. and Executive Committee.
- c. There shall be elected at large 12 Executive Committee members. This shall be done in staggering terms of four (4) per year for three year terms.
- d. The chairperson(s) of all BCEA Standing Committees.
- e. Any elected NEA Director who is a member of BCEA.
- f. The immediate past-president of BCEA.

#### **SECTION 2. DUTIES**

It shall be the duty of the Executive Committee to:

- a. Execute the policies determined by Representative Council.
- b. Plan and execute the program of the Association.
- c. Require and receive either oral or written reports of BCEA, NJEA and NEA committees.

#### **SECTION 3. MEETINGS**

- a. The Executive Committee shall meet at least two times per year (once in the fall and once at the end of the year) to implement the policies established by the Council. Other meetings shall be on the call of the President or at the request of at least nine of the members of the Executive Committee.
- b. A quorum for meetings shall consist of those elected officers present and at least nine other members of the Executive Committee.

## **ARTICLE VI**

## **BCEA REPRESENTATIVE COUNCIL**

### **SECTION 1. PURPOSE**

The purpose of this Representative Council shall be to determine the policies of the Association.

### **SECTION 2. MEMBERSHIP**

The Representative Council shall consist of:

- a. The President of each local association or the duly authorized representative of the local president.
- b. One elected representative from each local association for every 200 members or major portion thereof (0-100 none; 101-300 one; 301-500 two; etc.). These representatives shall not be elected D.A.'s or other elected NJEA officials.
- c. The Bergen County Education Association Executive Committee.

### **SECTION 3. ELECTION**

The Representative Council shall be elected in the following manner:

- a. Election as president of a local association.
- b. Election by a local at a ratio of one for every 200 members or major portion thereof. (See Section 2b).
- c. Election of representatives shall be held prior to the first BCEA Representative Council meeting in September.
- d. Subsequent to local elections, the names and mailing addresses of duly elected representatives shall be forwarded to the BCEA office by June 15.

### **SECTION 4. MEETINGS**

- a. Meetings of the Representative Council shall be held seven times a year. Emergency meetings shall be held at the call of the President or at the request of seven districts.
- b. The June meeting shall be designated as the annual meeting at which time all annual reports shall be received.
- c. A quorum for meetings will be those Executive Committee members present, plus representatives of 15 districts.
- d. Representatives unable to attend a meeting shall provide written authorization for their alternates.

## **ARTICLE VII**

## **NOMINATIONS AND ELECTIONS**

### **SECTION 1. NOMINATING COMMITTEE**

- a. The Nominating Committee shall be appointed by the President of the Bergen County Education Association with the approval of the Executive Committee and in accordance with the NJEA regulations for county elections. This shall be done on or before the dates set in state regulations.
- b. There shall be one Nominating Committee for the nominations of county officers, county Executive Committee members and NJEA Executive Committee persons, Delegate Assembly members and alternates.
- c. The chairperson of the Nominating Committee shall present the list of nominees to the 2<sup>nd</sup> Vice President of BCEA, or President, for publication in the BCEA REPORTER.
- d. Individuals not included in the Nominating Committee's list may submit petitions. Individual petitions for nominees for county positions to be filled must be presented to the chairperson of the Nominating Committee through the BCEA office by a date to coincide with the NJEA elections schedule. Petitions must have forty (40) signatures with at least five (5) each from five (5) different districts.

### **SECTION 2. ELECTIONS**

Elections shall be held by mail ballot in accordance with state elections schedule (NJEA Constitution Article VII, By-Laws of NJEA 10 and 11, and Rules for NJEA Elections).

## **ARTICLE VIII**

### **EXECUTIVE DIRECTOR**

#### **SECTION 1. EXECUTIVE DIRECTOR**

An Executive Director may be employed by the Executive Committee.

#### **SECTION 2. DUTIES**

The Executive Director shall advise and assist the Officers, Executive Committee, Representative Council, and the Committees of the Association to execute the program of the Association in cooperation with the Officers as prescribed by the Executive Committee under the policies and job description established by the Representative Council. The Executive Director shall have the right to be present and to be heard, but not to vote, at all meetings of the Executive Committee and the Representative Council.

## **ARTICLE IX**

## **COMMITTEES**

### **SECTION 1. STANDING COMMITTEES**

Standing committees, as authorized by the By-Laws and special committees (ad-hoc) shall be appointed by the President.

### **SECTION 2. CO-CHAIRPERSONS**

All committees shall have co-chairpersons with the exception of the Nominations Committee and the D.A. Caucus. One co-chairperson for each committee shall be appointed by the BCEA President from the Representative Council with the consent of the Council, and one co-chairperson for each committee shall be appointed at large by the BCEA President. Co-chairpersons for each committee shall be from different districts. The D.A. caucus shall select its own chairperson.

### **SECTION 3. DUTIES**

It shall be the duty of each committee to submit an annual report at the annual June meeting. Committee co-chairpersons will report regularly to the Executive Committee and Representative Council.

## **ARTICLE X**

### **AFFILIATED GROUPS**

The Bergen County Education Association Representative Council shall recognize only those groups recognized by the NJEA.

## **ARTICLE XI**

### **ANNUAL MEETING**

The annual meeting of the Association shall be the Council meeting in June.

## **ARTICLE XII**

### **ASSOCIATION RECORDS**

The records and accounts of the Association and of its officers and committees shall be kept in books provided by the Association which shall be the property of the Association and open to the inspection by any active member during regular Association office hours. Every officer, member or employee of the Association having funds, papers, books, records, or property of any description belonging to the Association shall give up the same on demand to the next successor in office or to the person authorized by the

Representative Council or the Executive Committee to receive same.

### **ARTICLE XIII**

#### **QUORUM**

The quorum for the Representative Council and the Executive Committee is established under the above Articles concerning same.

### **ARTICLE XIV**

#### **AMENDMENTS**

Amendments to this Constitution may be proposed to the Representative Council by the Constitution Committee, or by a petition signed by not less than fifteen (15) members of the Council. If a proposed amendment is accepted for consideration by a majority vote of the Representative Council, then a copy of the proposed amendment shall be sent to all members of the Representative Council at least three (3) weeks prior to a subsequent meeting of the Representative Council. A two-thirds (2/3) vote of the Representative Council members present is necessary for the adoption of the proposed amendment.

# BY-LAWS

## 1. DUES

The amount of dues per member for the ensuing year shall be determined by the Representative Council at its annual June meeting. Whenever the Council does not take action at this meeting, the amount of dues shall remain the same for the forthcoming year. Any proposed dues change shall be presented to the Council.

## 2. FISCAL YEAR

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

## 3. VACANCIES

The President of the Association shall fill, until the following election period, all vacancies in elective positions after consultation with the elected Representative Council. In the absence or incapacity of the President and Vice-Presidents, the elected Representative Council shall fill the vacancies until next election period.

## 4. STANDING COMMITTEES

Chairpersons shall be responsible to the assigned officers in Article 4, Section 2. The Standing Committees shall be as follows:

- a. Action & Program
- b. Budget Planning & Control
- c. Constitution Review
- d. D.A. Caucus
- e. Government Relations
- f. Hospitality
- g. Human Relations
- h. I.P.D.
- i. Membership
- j. Nominations
- k. Public Relations
- l. Support Staff

## 5. ACTION AND PROGRAM COMMITTEE

The functions of this committee shall be:

- a. Provide and coordinate county wide action where and when necessary.
- b. Assist actions planned by local association.
- c. Work in conjunction with any standing committee of BCEA when requested.  
The chairperson(s) of this committee must contact BCEA officers to inform them of, and acquire approval for, action taken relative to items one and two

above.

## **6. BUDGET PLANNING AND CONTROL COMMITTEE**

The Budget Planning and Control Committee, with the advice of the officers, Executive Committee, and Executive Director shall propose to the Council, for action, a budget for the Association. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association, pertinent to the preparation of the annual budget.

The Committee shall arrange for an annual audit to be presented at the first Council meeting following the audit.

The Committee shall review all requests for expenditures outside of the normal budget.

## **7. CONSTITUTION REVIEW COMMITTEE**

The function of the committee is to continue to review and modify the Constitution and By-Laws as deemed necessary by the committee itself or the officers, executive board or Council as they may direct the committee.

The committee shall also serve as the rules committee especially in matters pertaining to constitutional interpretation at meetings.

The committee shall meet at least once a year.

## **8. D.A. CAUCUS**

The membership shall be composed of NJEA Executive Committee people, D.A. members, and D.A. alternates. Ex officio members shall be any NJEA committee members or chairpersons from the county.

The chairperson shall be elected from the NJEA Executive Committee persons or D.A. members and is eligible for re-election.

It shall be the function of the caucus:

- a. To review D.A. book and prepare for coming D.A. meeting.
- b. To arrange for a complete and informed Bergen County delegation.
- c. To give the D.A. delegation input from NJEA committee people, BCEA Representative Council and Executive Committee.
- d. To arrange multi-county caucus meetings when needed.
- e. To provide leadership within clusters.

## **9. GOVERNMENT RELATIONS COMMITTEE**

The Government Relations Committee is responsible for:

- a. Acquainting the members of the Bergen County Education Association with:
  1. The program of education legislation as promulgated by NJEA.
  2. The program of federal legislation pertaining to issues of education.
- b. Designating specific contact persons for each legislator.
- c. Running workshops to improve communication skills.
- d. Assisting the First Vice-President with the Annual Legislative Dinner.
- e. Screen all candidates for state and federal elective positions who appear before the committee to gain NJEA endorsement.
- f. Evaluate all data acquired and determine the BCEA recommendation of candidates to the NJEA Political Action Committee.
- g. Follow established NJEA-PAC procedures.
- h. Assist in setting up and monitoring "Educators for ..... Committees" of NJEA endorsed candidates who have been endorsed.

## **10. HOSPITALITY COMMITTEE**

The function of this committee shall be to:

- a. Host special occasions at BCEA headquarters and/or at the Summer Leadership Conference.
- b. Supply refreshments for Executive Committee meetings, and Council meetings when requested.
- c. Provide the Hospitality Room at the NJEA Convention.
- d. Provide decorations for the Annual Legislative Dinner and host the cocktail party for invited guests.

## **11. HUMAN RELATIONS COMMITTEE**

The function of this committee shall be to study and make recommendations regarding materials, methods, and classroom procedures by which teachers and their professional associations can contribute to equal opportunities to improve human relations. This committee shall also help to develop and implement a program to protect the civil and human rights of all employees of the United Profession.

## **12. I.P.D. COMMITTEE**

The I.P.D. Committee shall:

- a. Provide in-service courses for Bergen County teachers.
- b. Maintain a course outline file.
- c. Inform local presidents and superintendents of current course offerings.
- d. Select instructors and evaluate the courses and instructors.

- e. Maintain records of student participation at the BCEA office, and issue certificates when appropriate.
- f. Work in cooperation with other associations and/or organizations in areas of mutual benefit.

### **13. MEMBERSHIP COMMITTEE**

The Membership Committee shall:

The Membership Committee shall be responsible for the Fall Membership meeting..

### **14. NOMINATIONS COMMITTEE**

The committee members shall be appointed by the President with consent of the Representative Council.

The Nominations Committee shall meet prior to February 25th. At this meeting it shall receive the names of individuals to be considered for President, Vice-Presidents, Secretary-Treasurer, and Executive Committee members.

Petition forms for independent nomination for officers and Executive Committee members shall be available from the administrative offices of the Association following action or nominations by the Nominations Committee in election years. All petitions shall be filed at such offices on or before March 7th.

### **15. PUBLIC RELATIONS COMMITTEE**

The function of this committee shall be to direct the Association's public relations program. This shall include both internal and external communication. The committee shall be responsible for official association media contact.

### **16. SUPPORT STAFF COMMITTEE**

The committee will strive to encourage support staff participation in BCEA functions as well as providing workshops for support staff members on issues relative and current to their needs and concerns as members of BCEA.

### **17. RULES OF ORDER**

Roberts' Rules of Order (Revised) shall govern the meetings of Representative Council, Executive Committee, and all special and standing committees, insofar as those rules are not inconsistent with the Constitution and By-Laws of the BCEA.

### **18. AMENDMENTS**

Amendments to By-Laws may be proposed by a majority vote of the Executive Committee or majority vote of the Representative Council. Amendments so proposed shall be submitted to the Constitution Review Committee for review and recommendation, and shall be mailed to all Council members two weeks prior to the next Representative Council meeting. A majority vote of those present shall be required to pass an amendment.

## **19. AUDIT**

The Treasurer, or the President, of the Association shall arrange to have the books audited annually with a completed report to the Representative Council meeting following the completion of the audit.

## **20. RECALL**

The Representative Council shall have the power to relieve from the duties of office any officer or elected member of the Executive Committee for cause, after due notice and hearing. The Executive Committee may also hold hearings and recommend to the Representative Council appropriate action when an officer or elected member of the Executive Committee shall violate the Associations' Code of Ethics (Code currently under study and review by NEA).

New Constitution and By-Laws Adopted 1975

Amended 1/7/82

Amended 4/14/83

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