

**Washington Township Education Association
(WTEA)**

**CONSTITUTION
AND
BY-LAWS**

Approved February 28, 2013



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Washington Township Education Association (WTEA)

CONSTITUTION

ARTICLE I – Name

- SECTION 1 The name of the organization shall be the Washington Township Education Association hereafter referred as the Association.
- SECTION 2 It shall be incorporated as a non-profit corporation under Title 15, Section 1-12 of the Revised Statutes of the State of New Jersey.
- SECTION 3 The Association shall apply for tax exempt status under Internal Revenue Code 501c (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.

ARTICLE II – Affiliation

The Association shall be an affiliate of the Gloucester County Education Association (GCEA), New Jersey Education Association (NJEA), and the National Education Association (NEA). The Association shall abide by the New Jersey Education Association’s standards for local association affiliation and shall forward a copy of its constitution to NJEA. Affiliation shall not legally carry any liability for damages on the Association or NJEA due to actions taken independently by either.

ARTICLE III – Purpose

- SECTION 1 To promote the general welfare of the membership, to advance educational standards and to establish and maintain good community relations.
- SECTION 2 To develop and promote the adoption of such ethical practices, personnel policies and standards of preparation and participation as mark a professional organization.
- SECTION 3 To secure equitable improvements in working conditions among all disciplines. To secure competitive salaries, tenure, and a sound retirement system. To secure improvements in working conditions that will improve the professional growth, morale, and security of teachers and secretaries.

SECTION 4 To unify and strengthen the professional organization, to enable and encourage members to speak with a common voice on all matters of mutual concern, and to represent individual and common interests of members before the Board of Education and other legal authorities.

SECTION 5 To hold property and funds, to engage services, and employ personnel for the attainment of these purposes.

SECTION 6 To represent its members and other employees (fee payers) in negotiations and grievances with the School District on all matters of compensation and all other terms and conditions of employment. (The Association shall be the recognized bargaining agent for all appropriate school district employees to the full extent of the provisions of Chapter 123, Public Law as of 1974, unless another organization has been officially designated as the bargaining agent.)

ARTICLE IV – Membership

SECTION 1 Active Certificated/Secretarial staff members

- a. Active membership in the Association shall be open to any member of the professional certificated/secretarial staff covered by the WTEA-WTBOE contract.
- b. Membership shall be continuous until the member leaves employment, resigns from the Association, or fails to pay membership dues.
- c. Members of the Association shall also be active members, where eligible, of the GCEA, NJEA, and the NEA.
- d. Retired members will continue as Associate Members for life. Associate members may attend meetings and receive permission to speak but cannot vote.

SECTION 2 Rights of Membership

- a. Every member shall have equal rights and privileges within the association 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.
- 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 members shall be fined, suspended, expelled, or otherwise disciplined by/from the Association; except for nonpayment of dues, without being served with specific written charges. He/she must be 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, one Executive Vice President, Secretary, Treasurer and three (3) Vice Presidents:
Elementary VP
Secondary VP
Secretary VP
The Immediate Past President shall be an ex-officio officer of the Association.

SECTION 2 The offices of President, Executive Vice President, Secretary, and Treasurer of the Association shall be voted upon by the entire membership. The other three (3) Vice Presidents shall be voted upon by their constituency.

SECTION 3 The Officers shall be elected in April on the General Membership Election Day and installed for a term of two (2) years.

SECTION 4 Whenever an officer is no longer employed in the school district or is incapacitated, or when the position becomes vacant the Executive Committee and Representative Council shall approve upon recommendation of the President, a replacement until the next election period as delineated in the By-Laws, except in the case of a presidential vacancy which shall be filled by the Executive Vice President who shall serve until the next election.

SECTION 5 Nothing in this article shall be construed as precluding officers from succeeding themselves in office, if duly elected.

ARTICLE VI - Executive Committee

SECTION 1 Executive Committee shall consist of the officers and eight (8) members:

- Two Elementary School
- Two Middle School
- Two High School
- One Special Services
- One Secretarial Staff

to be nominated and elected by their constituency. It shall be the executive authority of the Association.

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; one elected Senior Association Representative from each building and a maximum of one elected representative for every 15 members.

SECTION 3 The Association shall encourage ethnic minority representation on its Rep Council at least proportionate to its active ethnic minority membership. The Association shall encourage educational support professional representation proportionate to its professional membership.

SECTION 4 There shall be at least one (1) representative for each building. Elections shall be held in May and Association representatives shall assume office September 1st.

SECTION 5 The Senior Representative or designee shall call meetings of the Association members within their buildings to discuss Association business, appoint such building committees as the Association may require, enroll members, and conduct two-way Association communication within the building.

SECTION 6 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, may receive permission to speak, but may not vote.

ARTICLE VIII – Recall

Representatives of the Association (Officer, Executive Committee, Representative Committee, or Committee Member) shall serve their terms so long as they ethically and satisfactorily perform the duties of their office, as defined by the NJEA guidelines. Where a representative is guilty of misconduct, such representative may be removed for cause (shown after notice and hearing) and by a majority vote of their constituency.

SECTION 1 Recommendation for recall can be made by a submission of petition containing the signatures of 33 percent of the office holder’s constituency to the Executive Committee.

SECTION 2 Within 5 business days the Executive Committee shall notify in writing the representative of the Association who has been recommended for recall.

SECTION 3 Said representative of the Association may appeal in writing to the Executive Committee within 10 business days.

SECTION 4 The Executive Committee shall schedule hearings within 5 days of receiving the appeal to review the recommendation of recall of an Association representative. In the event that a majority of Executive Committee members are being recalled, the Representative Council shall be invited to participate in the hearing.

SECTION 5 The report of those hearings shall be made available to the membership within 10 days.

SECTION 6 A general membership meeting shall be called within 10 days after the issuance of the report.

SECTION 7 Such recall shall be determined by a majority vote of the office holder's constituency via secret ballot. The results of the election will be made available to the general membership within 2 days of the election. A successful recall shall take effect immediately.

ARTICLE IX – Amendments

Up to five Amendments to the Constitution may be proposed by petition of thirty-three (33%) of the general membership, or by a majority of vote of the Executive Committee, or by a majority vote of the Representative Council. Should more than five (5) amendments be proposed, the President shall direct a Special Committee for revisions to address the amendments. A general membership or special membership meeting will be called for discussions, revisions, and movement of the proposed amendment(s) to a final vote for adoption. In cases of 5 or less amendments a majority vote of 55% of the members who attend this meeting shall be necessary to revise and/or move each amendment to a final vote for adoption. Amendments proposed by the Special Revisions Committee shall require 55% of the members attending the meeting to revise and/or move all proposed amendments collectively for a single vote. A final draft of the proposed and/or revised amendment (s) will be emailed to every member and posted in each building or worksite at least two (2) weeks prior to the final vote. The final vote will be done by secret ballot and a majority vote of 50% plus one of the members who vote shall be necessary to adopt the amendment.

Approved by Representative Council: January 17, 2013

Approved by General Membership Vote: February 28, 2013

Washington Township Education Association (WTEA)

BY-LAWS

ARTICLE I - Meetings

SECTION 1 EXECUTIVE COMMITTEE

The Executive Committee shall meet at least once a month, dates to be established by a yearly calendar, or 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 hold a regular monthly meeting (September to May) to conduct regular business; dates to be established by a yearly calendar. The Executive Committee shall prepare the agenda for each meeting and shall circulate it to all members of the Council, at least five (5) school days prior to the scheduled Council meeting date, so that the Representatives have time to discuss it with their building members.
- b. The order of business at any Representative Council or regular General Membership meeting shall be as follows:
 - Call to Order
 - Approval of Minutes
 - Correspondence
 - Report of Treasurer
 - Reports of Standing Committees
 - Reports of Special Committees
 - Old Business
 - New Business
 - Adjournment
- c. Special meetings of the Representative Council may be held at the call of the President, or upon written request to the Executive Committee, of five Senior Building Representatives. Business to come before special meetings shall be limited to items stated in the call, which shall be given in advance in writing, to the President, and all members of the Representative Council.

SECTION 3 GENERAL MEMBERSHIP

- a. General Membership meetings shall be held at least twice during the school-year. Emergency meetings may be called by the Executive Committee at other times during the year.

- b. The order of business at any regular General Membership meeting shall be as follows:
 - Call to Order
 - Approval of Minutes
 - Correspondence
 - Report of Treasurer
 - Reports of Standing Committees
 - Reports of Special Committees
 - Old Business
 - New Business
 - Adjournment
- c. Special/Emergency meetings of the membership may be called by the president, a majority vote of the Representative Council or upon written request of one-quarter of the members for a specific purpose; but no business other than that for which the meeting is called may be transacted.
- d. At least one week prior to each scheduled general membership meeting all members shall be notified of the time and place of said meeting.

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 Ten (10%) of the membership shall constitute a quorum for the General Membership Meeting.

ARTICLE III - Powers of the Officers

As per WTEA Constitution-The officers of the Association shall consist of a President, an Executive Vice President, a Secretary, Treasurer, and three (3) Vice Presidents:

- Elementary VP
- Secondary VP
- Secretary VP

SECTION 1 PRESIDENT
 Being the executive officer, the President, or designee in the event that the Executive Vice President cannot also preside as referenced in Section 2 of this article., shall be responsible for presiding over all meetings of the Executive Committee and the Representative Council, and General Membership Meetings. The President shall along

with the Treasurer, sign all checks drawn upon the treasury. He/she shall appoint the chairpersons and members of the standing and special committees with the approval of the Executive Committee. He/she is an ex-officio member of all committees. The President shall conduct at least one meeting per year in each constituency (high school, middle school, elementary, central administration). The President shall represent the Association before the public either personally or through a designated representative. He/she shall perform all other functions usually attributed to this office, and may serve as a delegate to the NEA convention during his/her term of office (one delegate seat will be reserved for the president of the Association.)

SECTION 2 EXECUTIVE VICE PRESIDENT

In the absence of the President the Executive Vice President shall assume the duties of President. The Executive Vice President shall serve as the Chair of the Association Grievance and Negotiations Committees.

SECTION 3 VICE PRESIDENTS

In the event, that both the President and the Executive Vice President should be unable to assume the duties a Vice President at the recommendation of the Executive Committee and approved by the Representative Council shall assume all the duties of the President in his/her absence, and he/she shall chair one or more standing or special committees as the President may suggest. Each area Vice President shall be a member of the Grievance, Negotiations, and Membership Committees. In cases where buildings lack an Association Representative, the respective Vice President shall assume Senior Building Representative duties until such representation can be established.

SECTION 4 SECRETARY

- a. The Secretary shall keep the minutes of all meetings of the Executive Committee and Representative Council accurately, shall maintain official files, shall coordinate the office calendar, shall organize and develop professional library services for the benefit of members in each building - particularly for the distribution of materials from NJEA, NEA and their respective departments, shall assist the President with Association correspondence, and shall distribute the preliminary Representative Council agenda, prior to each meeting, to Representative Council members as per Article I, Section 2, Paragraph A of these By-Laws.
- b. The Secretary shall chair the Association Policy Committee and maintain accurate records of all policies. The Secretary is responsible for communicating all Association policies.
- c. The Secretary shall oversee content updates for the Association website.

SECTION 5 TREASURER

- a. The Treasurer shall hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by two officers of the Executive Committee.

All checks shall be signed by two of the following: President, Vice President or Treasurer. Whenever possible the Treasurer shall sign all checks.

- b. The Treasurer shall provide an itemized monthly report at each meeting of Executive Committee, the Representative Council and General Membership; and shall keep the President and the Executive Committee informed of the financial condition of the Association.
- c. The Treasurer shall prepare an annual financial statement (LAFAP) which shall be distributed to all members with a copy forwarded to NJEA; shall file the appropriate Federal and State forms; shall serve on the Budget Committee; and shall be bonded under a policy provided by NJEA.
- d. The bank account(s) in which all deposits are made shall be in the name of the Association. Notification of the name of the bank in which dues are deposited shall be sent to NJEA. Any change of the bank in which dues are deposited shall be sent to NJEA within thirty (30) days of the change.
- e. Endorsement of checks shall be limited to endorsements for deposit to the credit of the Association only. No payments in cash (including checks made out to "cash") shall be made from funds of the Association. Association bank accounts shall be reconciled by someone other than the treasurer. The books and accounts of the treasurer shall be examined at least once a year.

SECTION 6

TERMS AND SUCCESSION

- a. Officers shall serve for a two year term and may be reelected without an intervening term. No member may hold more than one elected position in any given term.
- b. If/when the office of the president should become vacant between elections, the Executive Vice President shall serve as President pro tempore until the next election. In the event that a President fails to complete 50% of their two-year term, the Executive Vice President shall temporarily hold the duties of the President until a special election can be completed to elect a new President.
- c. All newly elected officers term of office with the exception of the Treasurer shall begin July 1 of the upcoming year. The term of the Treasurer shall begin September 1. However, newly elected officers will participate in a transition period beginning at the first Executive Committee meeting following the election. All outgoing officers shall participate in that transition until their obligations are fulfilled (June 30 with the exception of the Treasurer which is August 31). It is expected that all outgoing officers shall be available for advisory and/or consent should the need arise until July 1 September 1. Honorariums will be released on or before July 31.
- d. If/when the office of the Executive Vice President shall become vacant between elections, the remaining members of the Executive Committee shall recommend one of the currently elected Vice Presidents and have the recommendation approved by Representative Council to serve as Executive Vice President-pro tempore until the next election. In the event that the Executive Vice President fails to complete 50% of their two-year term, the Executive Committee shall temporarily

appoint one of the currently elected Vice Presidents to hold the duties of the Executive Vice President until a special election can be completed to elect a new Executive Vice President.

- e. All other officer vacancies not outlined above shall be filled by a recommendation of the president and approved by Executive Committee and the officer's constituency in the Representative Council. The President must notify the Executive Committee of vacancies within 24 hours of receiving an officer's resignation. All vacancies must be opened to the General Membership for interested candidates to apply for a duration of no less than 5 business days. The Executive Committee shall meet to review and approve the nomination prior to the next Representative Council.

ARTICLE IV - Powers of the Executive Committee

SECTION 1

The Executive Committee as per the WTEA Constitution shall consist of the officers and eight (8) members:

- Two Elementary School
- Two Middle School
- Two High School
- One Special Services
- One Secretarial Staff

They shall be elected by their constituency. It shall be the executive authority of the Association.

- serve a term of two years and may be reelected without an intervening term
- shall attend all Executive and Representative Council meetings in their entirety, or a minimum of 2 hours
- no Executive Committee may hold more than one elected position in any given term
- be responsible for the management of the Association
- authorize all expenditures within the limits of the budget
- by two-thirds vote authorize the spending of the money for non-budgeted items not to exceed \$150 in any one case (Disbursements in excess of \$150 must have the approval of a majority of the Rep Council)
- carry out the policies established by the Representative Council
- propose policies for consideration by the Representative Council
- execute policies established by the Representative Council
- cause to be reported to the members its transactions and those of the Representative Council
- establish such special committees as may be necessary
- set the agenda for the Representative Council and all General Membership Meetings

SECTION 2 The Executive Committee shall represent the Association in negotiating any policies of mutual concern with the governing and appropriating bodies of the school system. Within the policies established by the Representative Council, the Executive Committee may make decisions binding the Association in these matters. The Executive Committee may delegate its power to negotiate specific issues to other appropriate committees or representatives.

SECTION 3 The members of the Executive Committee shall be area representatives, each of whom shall counsel the building representatives in his/her area and the committee (s) on which he/she chairs.

SECTION 4 If and when the office of the Executive Committee member should become vacant the position may be filled upon recommendation of the President and approved by Executive Committee and Representative Council members of their constituency.

The President must notify the Executive Committee of vacancies within 24 hours of receiving an officer's resignation. All vacancies must be opened to the general membership for interested candidates to apply for a duration of no less than 5 business days. The Executive Committee shall meet to review and approve the nomination prior to the next Representative Council.

ARTICLE V- Powers of the Representative Council

SECTION 1 The Representative Council shall:

- serve a term of two years and may be reelected without an intervening term
- attend all Representative Council meetings in their entirety, or a minimum of 2 hours
- No Senior Representative (SR) or Association Representative (AR) may hold more than one elected position in any given term
- approve the budget
- set dues for the Association
- act upon reports of committees as needed
- approve resolutions and other policy statements
- adopt rules governing the engagement of services and the employment of WTEA office personnel
- adopt rules governing the conduct of the Association
- adopt rules governing the conduct of meetings as are consistent with this Constitution and these By-Laws
- be the final judge of the qualifications and elections of officers and building representatives

SECTION 2 Powers not delegated to the Executive Committee, the officers, or other groups in the Association shall be vested in the Representative Council.

ARTICLE VI - Association Building Representatives

SECTION 1 CERTIFICATED/SECRETARY REPS

In each school building in the Washington Township School District, the members in good standing of this Association shall hold an election for Senior Building Representative and Association Building Representatives. Each building shall be entitled to one (1) senior building representative and a maximum of 1 elected representative for every 15 members to the Representative Council. There shall be at least one (1) Association Building Representative for each school building. If no member has stood for election to Senior Building Representative, the President shall designate one (1) of the members elected as Association Building Representative to serve as Senior Building Representative.

SECTION 2 SENIOR BUILDING REPS

Senior Building Representatives shall:

- organize and oversee building elections
- attend all Representative Council Meetings in their entirety, or a minimum of 2 hours
- no Senior Representative may hold more than one elected position in any given term
- be the contact person for the President in his/her building
- make available to Association members the results of each Representative Council Meeting by written communication or a building meeting. (Suggestion: following a faculty meeting.)
- oversee the enrollment of new members
- initiate the Grievance Procedure at Level I and shall discuss and attempt to resolve, with the immediate supervisor or principal, any grievance under which a member or group of members feels administrative policies are not justly applied. In the event a grievance is not resolved at Level I, the Senior Building Representative shall forward such grievance to the Executive Vice President for further action

SECTION 3 ASSOCIATION BUILDING REPRESENTATIVES

Association Building Representatives shall:

- attend all Representative Council Meetings in their entirety, or a minimum of 2 hours
- shall have been members in good standing for at least one (1) year prior to their election
- shall maintain their membership in good standing during their term of service

ARTICLE VII - Standing Committees

SECTION 1 STRUCTURE

There shall be standing committees carrying the specific functions outlined below. They shall each have members selected to be broadly representative of all Association members. Each committee may, with the approval of the Association President, organize special sub-committees and/or task forces, for specific activities, from the membership of the Association. Each executive Committee Member shall chair/co-chair a standing committee. Unassigned chairs of standing committees shall be appointed by the President with consent of the Executive committee.

SECTION 2 MEETINGS

Each standing committee shall meet according to a calendar developed by the committee as needed.

SECTION 3 REPORTS

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

SECTION 4 TITLES AND DUTIES

- a. Negotiations Committee shall survey the members and prepare for the officers and Executive Committee a proposed package to be negotiated with the employer by the Association's negotiating team in all areas of member welfare and general working conditions. The Association President, Executive Vice President and Vice Presidents shall serve on the Negotiations Committee.
- b. Grievance Committee 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 Association Executive Vice President shall serve as the Chair of the Grievance Committee. The area Vice Presidents shall serve on the Committee.
- c. Public Relations/Pride Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall be as a beacon of light shining unto the community. It shall develop procedures by which the Association can present information through newspapers, radio, television, internet, social media and other mass media and work cooperatively with the public in civic and social organizations.
- d. Liaison Committee – Refer to WTEA Contract page 18, Article XVI, paragraphs A and B.

- e. Government Relations Committee shall have a broad concern for local, regional, state, and national legislation affecting the interests of the Association. It shall inform members about newly proposed and enacted legislation related to their welfare, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility for voting and their right to participate in political activity at all levels. The chairperson of this committee shall act as official liaison to the Gloucester County Education Association.
- f. Membership Committee shall organize and conduct membership enrollment and shall communicate with members about programs, services, and benefits of the Association. Shall organize and conduct the orientation for new members. The area Vice Presidents shall serve on the Membership Committee.
- g. Communications Committee shall be responsible to keep the general membership informed of Association action through fliers and newsletters. It shall develop a telephone call system for the membership in case of a crisis situation. At least one of its members shall stay in close contact with the negotiating team. All communication shall be reviewed by the Association President.
- h. Social Committee shall organize such social activities as may serve the needs of members and promote team building and member involvement within the Association.
- i. Budget Committee shall propose to the Executive Committee a budget for the Association each year. 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. All budgets will be presented to and voted upon by the Representative Council after two readings. The budget shall be approved by June 30th.
- j. Policy Committee shall study and recommend policy proposals to the Executive and Representative Committees. The Committee will ensure that recommended policies do not violate any of the terms and conditions established to be an affiliate of the NEA, NJEA, or GCEA. The Committee will also ensure that proposed policies remain consistent with the language within this Constitution and By-laws. The Secretary shall serve as the Chair.
- k. Elections Committee shall implement all policies and procedures related to carrying out all elections of the Association. The Committee will provide a report of all elections results to the Executive and Representative Committees and to NJEA.
- l. BOE Policy Liaison Committee shall obtain all Board of Education policy changes and communicate those updates to the Executive Committee.

SECTION 5

SPECIAL COMMITTEES

Each year the President shall, with the approval of the Executive Committee, appoint an Internal Audit Committee and shall disband it upon completion of its duties. The Audit Committee shall operate according to rules approved by the Executive Committee and those found in the NJEA Standards of Affiliation. 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 part of the Association's permanent record. A copy shall be sent to NJEA.

The president shall, with the approval of the Executive Committee, appoint other special committee, (such as Constitution Revision Committee) 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.

SECTION 6 APPOINTMENTS

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

SECTION 7 RELATIONS TO THE EXECUTIVE COMMITTEE

The Executive Committee shall require and assist committees to define their immediate and long term goals, objectives, and plans of action. It shall review committee plans as necessary and shall decide any jurisdictional questions between committees.

ARTICLE VIII - Elections

SECTION 1 OFFICER AND EXECUTIVE COMMITTEE NOMINATIONS

- a. The President, subject to approval by the Representative Council, at its February meeting, shall establish an Elections Committee which shall seek nominations for one or more candidates for President, Executive Vice-President, the Vice Presidents, Secretary, Treasurer and the Executive Committee, and conduct such elections. No officer shall serve on the Elections Committee.
- b. The Elections Committee shall make its recommendations to the Representative Council at its March meeting. Members of the Council may nominate other candidates from the floor as per Association elections policy. Any additional names may be placed into nomination, upon presentation, at this meeting, of petitions signed by ten per cent (10%) of the active members of the Association.
- c. The Elections Committee shall cause to be published, to the active members, brief information on each candidate.

SECTION 2 OFFICER AND EXECUTIVE COMMITTEE VOTING

- a. Elections for officers and Executive Committee shall be held at least two calendar weeks after the March Representative Council. In no case shall elections be held after the April Representative Council.
- b. Voting will take place in an accessible, neutral location. Photo ID required.
- c. A member may obtain an absentee ballot. Absentee ballots must be obtained from the Elections Committee Chairperson, voted, and returned to the Elections

Committee Chairperson by the voting member. Absentee ballots must be returned prior to Election Day. Photo ID required.

- d. The Elections Committee shall report the results to the President who shall cause them to be published in each building. New officers shall be installed at the September meeting of the Representative Council.

SECTION 3 **NOMINATIONS AND ELECTIONS OF BUILDING REPRESENTATIVES**

- a) Nominations are due to the Elections Committee in April. Elections Committee is responsible for putting out all information related to the candidates.
- b) The Senior Building Representative shall hold elections for Association Building Representatives not later than May 30. Results of those elections shall be forwarded to the Association President by June 1. All elections results shall be recorded in the minutes. The Association Building Representatives shall take their seats at the September Rep Council Meeting.

ARTICLE IX - Annual Honorariums

Honorariums are inclusive of all duties as delineated herein and shall be established by the Budget Committee and approved by the Representative Council. In order to receive full honorarium Executive Committee members, Senior Building Representatives, and Association Building Representatives must attend, at least, 80% of the Executive Committee & Representative Council meetings respective to their position. To be considered as full credit for attendance, members must be present for the entire meeting. Should the meeting exceed two (2) hours, two (2) hours shall be viewed as full credit. Should a member be unable to attend, at least, 80% of their respective meetings, their honorarium shall be prorated based on an equal monthly deduction. In the event of the need to change the day, time, and/or location of Executive Committee, Representative Council, or General Membership meetings, such changes do not excuse Executive Members, Senior Building Representatives, or Association Building Representatives from adhering to the before mentioned attendance requirement.

ARTICLE X – Dues

Effective immediately upon ratification (February 24, 2011) of this Constitution and By-Laws, local dues shall remain at the level at the time of ratification. Should it become necessary to ask for an increase in local dues, the Representative Council acting on the recommendation of the Executive Committee shall determine and set the amount of those local dues.

ARTICLE XI - Contract Ratification

- a. The Memorandum of Agreement (MOA) must be distributed to all applicable staff members seven (7) workdays prior to the ratification vote. There shall be two (2) question and answer meetings to address any contract concerns of the staff within those seven (7) days. The 2

general meetings will be scheduled at a time convenient to all members. At least three (3) members of the Negotiations Team must be present at the question and answer meetings.

- b. The ratification of the negotiated contract must be by a 55% majority of those who vote. The vote will be determined by secret ballot. This vote will occur at the date, place and time set by the WTEA Elections Committee.
- c. A member may obtain an absentee ballot. Absentee ballots must be obtained from the WTEA Elections Committee Chairperson, voted, and returned to the WTEA Elections Chairperson by the voting member within three (3) calendar days of the vote. Absentee ballots must be returned prior to Election Day to the WTEA Elections Committee. Photo ID required.

ARTICLE XII – Fiscal Year

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

ARTICLE XIII - Authority

Robert’s Rules of Order shall govern the meetings of the Executive Committee, Representative Council and all special and standing committees, insofar as those rules are not inconsistent with the WTEA Constitution and Bylaws and such standing policies as the Representative Council may adopt.

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 to NJEA. The NJEA Delegate Assembly shall determine what constitutes a danger to NJEA. NJEA may request, at the request, of the NJEA Executive Committee and 10 percent of the members of the Association, to conduct an evaluation of the Association under guidelines established by the NJEA Delegate Assembly.

ARTICLE XV - Amendments

These By-Laws may be amended by a majority at any regular meeting, or special general membership meeting called for this purpose, provided that each amendment has been introduced at the preceding meeting of the Executive Committee and Representative Council and that copies have been distributed to the general membership at least two (2) calendar weeks in advance of the meeting.

Approved by Rep Council: January 17, 2013

Approved by General Membership Vote: February 5, 2013