

ARTICLE I – MEETINGS

Section 1: Executive Committee

The Executive committee shall meet monthly at the call of the President or at the request of three members of the Executive Board.

Section 2: Representative Council

- a. The Representative Council shall meet each month that school is in session; the date to be selected by the President upon approval of the Representative Council.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request of six Representative Council members representing at least 3 schools.

Section 3: General Membership Meetings

- a. There shall be at least two meetings of the general membership each year. The President may call a general membership meeting upon the written request of six members representing at least three schools, or upon the request of a Committee that feels the question before it is of such importance and interest that it requires consideration by the entire membership.
- b. 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 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 quorum for the Representative Council meetings.

Section 3: The members present shall constitute a quorum for the General Membership meetings.

ARTICLE III – POWERS OF OFFICERS AND NEGOTIATORS

Section 1: President

The President shall preside over meetings of the Executive Committee, the Representative Council, and the General Membership. The President shall appoint, with approval of the Executive committee, the chairperson and members of all committees and shall be the executive officer of the association. The President shall, along with the Treasurer, sign all checks drawn upon the treasury. The President shall attend monthly Board of Education meetings. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

Section 2: Vice President

The Vice President shall assume all duties of the President in the President's absence, and shall perform all other functions usually attributed to this office. The vice president shall work closely with one or more standing committees as the President may suggest. The Vice President shall serve as chairperson of the Grievance Committee. ***In the case of a presidential vacancy, the vacancy shall be filled by the vice president who shall serve until the next election.***

Section 3: Secretary

The Secretary shall keep accurate minutes of all meetings of the Executive Committee, the Representative Council, and General Membership meetings; shall prepare such minutes for reproduction and distribution within (10) days after the meetings. The secretary shall maintain official files; shall assist the President with Association correspondence; shall notify members of meetings; shall keep an accurate record of all members; and shall perform any other duties relative to the position of secretary. ***In the absence of the President and vice President, the Secretary shall call the meeting to order and preside.***

Section 4: Treasurer

The Treasurer shall hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President; shall sign all checks along with the President' shall report at each meeting of the 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.

The Treasurer shall prepare an annual financial statement 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.

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.

The Treasurer will make sure that the Wyckoff Education Association has an annual audit performed by public or certified accountants.

Section 5: Negotiators

The negotiating team shall negotiate a recommended agreement pending ratification by the members of the Association who are members of the bargaining unit.

Section 6; Terms and Successions

- a. The officers of the Association shall be active members of the Association.
- b. The officers of the Association shall be elected for a term of two years. The President and Vice President to be elected in odd years and the Secretary and Treasurer to be elected in even years.
- c. In the event of a vacancy in an office other than the President, the Executive Board shall appoint a temporary officer who shall serve the remainder of the unexpired term; with the consent and approval of the Representative council.
- d. The immediate Past President will serve as an advisor to the incoming President through December 1st of the new term. Duties would include, but not be limited to: attending Rep. Council and/or Executive Board meetings and consulting with the new President. These consultation meetings would be scheduled at a mutually agreeable time for a total of 20 hours or more as agreed upon by the President and Past President. The Past President will be compensated for this advisory position.
- e. If there are ongoing negotiations, the Past President will remain on the negotiation's team as a member of that committee.

ARTICLE IV – POWERS AND DUTIES OF THE EXECUTIVE BOARD

Section 1: The Executive Board shall:

- a. be responsible for the management of the Association
- b. authorize all expenditures within the limits of the budget
- c. authorize the spending of 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 representative Council.)
- d. propose policies for consideration by the Representative Council
- e. execute policies established by the Representative Council
- f. report to the members its transactions and those of the Representative Council
- g. act in an advisory capacity to the President

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

Section 3: Whenever the offices of both the President and vice President shall become vacant between elections, excepts as provided in section 2 above, the remaining members of the Executive committee shall choose one of their members to were 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. approve the budget;
- b. set the dues for the Association
- c. act on reports of committees
- d. establish the policies of the Association
- e. adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws
- f. be the final judge of qualifications and elections of officers, ex-active committee members and association representatives
- g. shall set the amount of compensation yearly for the officers of the Executive Board and members of the Negotiation Committee
- h. compensation will be made in December and June.

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 – ELECTIONS

Section 1: Nominations

- a. The President shall appoint, subject to approval by the Representative Council at its **February meeting**, shall appoint a Nominating and Elections Committee, which shall name one or more candidates for the two expired terms.
- b. The committee shall make its recommendations to the representative Council at its **April meeting**. Members of the Council may nominate other candidates from the floor.
- c. The Committee shall publish to general membership brief information of each candidate.

Section 2: Voting

- a. **On the first Wednesday in May**, members shall vote for officers by secret ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Council.
- b. Members of the Nominations/Elections Committee shall distribute, collect and tabulate the votes and present their written report to the chairperson who will announce the results.
- c. The Committee shall report the results to the President who shall cause them to be published. New officers shall be reported to NEA, NJEA, and BCEA immediately by a member of the Committee. New officers will be installed at the June meeting of the Representative Council. New officers and committee chairpersons shall assume their duties officially on July 1.
- d. **In the event that the slate is presented to the Representative Council at its April meeting with no opposition for any office**, one vote shall be considered cast for said slate on **the first Wednesday in May**; thereby removing the requirement/need for voting by the membership.

ARTICLE VII – STAFF REPRESENTATIVES

Section 1: In each school building in the Wyckoff Public School District, the members in good standing of the Association shall elect for a term of two years one staff representative to the Representative Council for each ten members or major fraction thereof. There shall be at least one Representative for each building. Elections shall be held on even numbered years at the May Wyckoff Education Association meeting within each building. Both new and past representatives will attend the June meeting of the Representative Council to ensure a smooth transition.

Section 2: Each building should also elect a Social Representative for a two-year term.

Section 3: Staff Representatives shall attend the monthly meetings of the Representative Council. They shall call staff meetings of the Association members to discuss conduct, Association business, and organize and oversee the subsequent elections of representatives, the enrollment of members and two-way association communication within the building.

Section 4: Upon request, the Staff Representative 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 after the initial discussion, it shall be forwarded to the Vice President, who is chairperson of the Grievance Committee.

Section 5: Staff Representatives shall make every effort to contact and advise their members of general Association meetings, such as but not limited to those members who may be on sick leave, sabbatical, other school related business, or the time, date, place, and topics for discussion and/or actions.

ARTICLE V11 – COMMITTEES

Section 1: Structure

There shall be standing committees carrying the specific functions listed below. They may each have at least five (5) members selected to the committee and appointed for terms of two years. The President, with the consent of the Representative Council shall appoint the chairpersons for each standing committee.

Section 2: Meetings

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

Section 3: Reports

All committees shall present a monthly report to the Representative Council.

Section 4: Titles and Duties

- a. The **Social Committee** shall organize and direct such social activities as may serve the needs of the members and promote fellowship within the Association. Members should consist of one social chairperson representative from each school. The Social Committee shall send appropriate acknowledgements of sympathy or congratulations to members of the association. The Social Committee shall be responsible for organizing the fall Welcome Back Dinner and End of the Year Dinner. The Social Chairperson shall lead this committee, and be compensated for such position.
- b. The **Membership Committee** shall organize and conduct membership enrollment and shall communicate with members about programs, services, and benefits of the association. The Membership Chairperson shall lead this committee, and be compensated for such position.
- c. 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. The Committee will be comprised of one staff representative from each building. The Vice President will be chairperson of this committee.

- d. The **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 **Negotiating Committee** shall conduct professional discussions/negotiations on matters such as but not limited to salaries, personnel policies working conditions, fringe benefits and unforeseen grievances with the Wyckoff Board of Education or its agent.

The Chairperson of the Negotiations Committee shall select members of the negotiating committee, with the consent of the Executive Committee. Members of the Negotiations Committee shall attend at least one training session sponsored by the BCEA and NJEA.

- e. The **Pride Committee** shall seek to develop public understanding of the purpose and programs of the Association;. It shall be the connection with the community of Wyckoff. It shall develop procedures by which the Association can present information through newspapers, radio, television, and other mass media and work cooperatively with the public in civic and social organizations. It shall prepare a PRIDE proposal to be submitted to NJEA by the end of August of each year. The committee shall be represented by two members from each building. The chairperson(s) will be compensated for this position.
- f. The **Government Relations Committee** shall have 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 shall represent the Association at Legislative meetings.
- g. The **Budget Committee** shall propose to the Representative Council 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. The treasurer will be the chairperson of this committee.

- h. The **Professional Development Committee** shall develop, promote, and sponsor in-service conferences, etc., in order to further professional growth. The committee will work with administration to develop these programs. The committee will be elected by the members for this committee.
- i. The association will also have chairpersons to represent the association at **BCEA and Wyckoff Education Foundation** meetings.
- j. The association will also have a **Website Chairperson** that will be in charge of updating and maintaining the association's website. The Website Chairperson will be responsible for an online monthly newsletter. This person will be compensated for this position.

ARTICLE VIII – SPECIAL COMMITTEES

Section 1: Each year the President shall appoint a Nominating and Elections Committee. No officer of the Association may serve on the Nominating and Elections Committee. At any time, the President may appoint other committees with the approval of the Executive Board, and shall discharge all special committees upon the completion of their duties. These committees shall operate according to rules approved by the Representative Council.

ARTICLE IX - DUES

Any increase in the rate of dues or levy of general or special assessment must be approved by a majority vote of the Representative Council using the one-person-one vote principle.

ARTICLE X – FISCAL YEAR

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

ARTICLE XI – 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 XII – 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, at the request of the NJEA Executive Committee and 10% 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 this corporation remaining, after paying or providing for all debts and obligations, shall be distributed and paid over such fund or corporation organized and operated as a labor union as the Board of Trustees shall determine, and as shall, at the time, qualify as a tax exempt organization under Section 501 © (5) of the Internal Revenue Code, or as the same may be amended.

Wyckoff Education Association
Wyckoff, New Jersey

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Revision Committee:

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