

# Constitution & Bylaws Of The Camden Education Association

## PREAMBLE

*We, the members of the professional and supportive staff of the Camden School District form this association to strive for optimum working conditions and economic benefits in order to help attract and retain the best school personnel for the education of our students and allow for equal opportunity for advancement.*

## ARTICLE I-NAME, NON-PROFIT, AFFILIATION

### **Section 1: Name**

The name of this organization is the Camden Education Association (CEA).

### **Section 2: Non-Profit**

It is incorporated as a non-profit corporation under title 15, Section 1-12 of the Revised Statutes of the State of New Jersey.

### **Section 3: Affiliation**

The Association is affiliated with the Camden County Council of Education Associations (CCEA), the New Jersey Education Association (NJEA) and the National Education Association (NEA).

## ARTICLE II - OBJECTIVES

Through unity and strength, we will work:

### **Section 1:**

For the excellence of school children.

### **Section 2:**

To develop standards for ethical practices in the Association.

### **Section 3:**

To develop standards for ethical practices in the Association.

### **Section 4:**

To enable Association members to voice their opinions and concerns on issues and to represent individual and common interest of members before the Board of Education and other legal authorities.

Revised 5/05

### **Section 5:**

To hold property and funds, to engage services, and employ personnel for the attainment of the objectives.

### **Section 6:**

To provide professional growth for Association members.

**Section 7:**

To develop policies that would permit the orderly operation of the Association.

**Section 8**

To improve the quality of Education for each child and enhance community involvement.

**Section 9:**

To raise the political consciousness of the members and to engage in political activities that will improve education.

**Section 10:**

To maintain a dynamic membership that will unite all non-supervisory school employees.

**ARTICLE III - MEMBERSHIP**

**Section 1: Active Members**

(a) Active membership in the Association is open to any non-supervisory member of the professional/supportive staff of the Camden School District.

(b) Active members of the Association, where eligible, shall also be members of the Camden County Council of Education Associations, the New Jersey Education Association and the National Education Association.

(c) Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay dues except when the member is on non-official leave of absence.

(d) Active Members of the Association shall adhere to the Code of Ethics of the Education Profession as stated in the NEA Handbook.

**Section 2: Retired Members**

Members who retire may continue their affiliation by joining the Retired Members Association. Active Retired Members cannot vote or be elected to an office in the local association.

Revised 11/2012

**Section 3: Non-Membership**

If a Professional/Supportive Staff employee chooses not to be a member of the Association, the Individual will be charged a representation fee as regulated by law.

**Section 4: Rights of Membership**

(a) (i) Every Active Member shall have equal rights and privileges within the Association to be nominated and/or run for offices in the Association (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer) and vote in elections and on referenda.

(ii) Active Members shall have the right to attend members meetings to deliberate and vote on the business brought before the membership.

(iii) Active Members shall have the right to have their individual bargaining unit represented on the Executive Board and on the Negotiation Committee and only members of the appropriate bargaining unit shall have the right to vote on their contract ratification.

(b) Every Active 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 on candidates and elections of the Association or on any business properly brought before the Association.

(c) No Active Member will be fined, suspended, expelled or otherwise disciplined without being served with written charges and given reasonable time in which to prepare a defense, which may be asserted at a full and fair hearing as prescribed in the Bylaws.

(d) Active Members shall have the right to elect the officers of the Association, Members to the Representative Council and to the Executive Board.

(e) Only those members who are Active Members shall have the right to hold office in the Association.

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## **ARTICLE IV – OFFICERS**

### **Section 1:**

The officers of the Association shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer. The officers shall perform the duties prescribed in the Bylaws and parliamentary authority adopted by the Association.

### **Section 2:**

All officers shall be unified members and shall be nominated and elected by the Active Members of the Association in accordance with Bylaws.

### **Section: 3:**

(a) The term for the officers shall be (3) three years and commence on August 1 of the first year and end on July 31 of the third year. The terms shall be staggered as prescribed in the Bylaws. **Adopted 2/08**

(b) If and when a new President is elected, the outgoing President will serve as an advisor throughout the month of August in order to facilitate a smooth & orderly transition between the incoming and outgoing president as defined in the Bylaws.

(c) No officer shall serve more than two (2) consecutive terms in one office. When no replacement has been elected, an officer shall continue to serve beyond the prescribed term until such successor has been elected. **Adopted 2/08**

(d) Active Members, who have served two (2) consecutive terms in an office, may be re-nominated to that office after a full year has elapsed. **Adopted 2/08**

### **Section 4:**

(a) Officers of the Association shall serve their elected terms so long as they satisfactorily perform the duties of their office.

(b) An officer accused of misconduct or gross negligence of duty shall be entitled to due process by an impartial committee of the Executive Committee.

- (i) Recommendation for recall can be made by submission of petition containing the signatures of 85% of membership to the Executive Committee.
  - (ii) The Executive Committee shall notify in writing any officer who has been recommended for recall.
  - (iii) Any officer may appeal in writing to the Executive Committee.
  - (iv) The executive Committee shall scheduled hearings, whenever necessary, to review the recommendation of recall of an officer.
  - (v) The report of those hearings shall be made available to the membership
  - (vi) A general membership meeting shall be called two weeks after the issuance of the report.
  - (vii) Such recall shall be determined by a majority vote of the membership in attendance at said meeting.
- (c) An officer found guilty of misconduct or gross negligence of duty, after due process, shall be removed from office & will never be allowed to serve in any future elected capacity.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1:**

The executive Board shall be composed of the following:

- (a) Officers of the Association.
- (b) The Immediate Past President.
- (c) Six members from the certificated staff.
- (d) One member from each of the other job units as defined in the By Laws.
- (e) One Member-At-Large to be elected.
- (f) Alternate Representatives as described in the By Laws.

### **Section 2:**

A member of the Executive Board found guilty of misconduct or gross negligence of duties after due process, in accordance with the Bylaws shall be removed from their position. The Alternate Representative shall be instructed by the Representative Council to assume the position of the Regular Representative being removed. Replacement for the Alternative Representative shall be appointed by the Executive Board subject to the approval of the Representative Council. Provisions covering the Officers are found in Article IV, Section 4. The Immediate Past-President, if found guilty as such, shall be removed from the Executive Board.

### **Section 3:**

The Executive Board shall have general supervision of the affairs of the Association between its business meeting, fix the hour and place of meetings, make recommendations to the Association, and perform such other duties as are specified in the Bylaws. The Board shall be subject to the orders of the Representative Council, and none of its acts shall conflict with the action taken by Representative Council.

### **Section 4:**

- (a) The term for the members of the Executive Board shall be two (2) years and shall commence on September 1 of the first year and end on August 31 of the second year. The terms shall be staggered as prescribed in the Bylaws.
- (b) No member of the Executive board shall serve more than three (3) consecutive terms in one position. When no replacement has been elected, a member of the Board may continue to serve beyond the prescribed term until such successor has been elected. Exempted from these provisions is the position for Immediate past President.

(c) An active member who has served their (3) consecutive terms in the same position, on the Executive Board may be re-nominated to that position after a full year has elapsed.

## **ARTICLE VI - REPRESENTATIVE COUNCIL**

### **Section 1:**

The Representative Council, consisting of the Officers of the Association, the Executive Board, one or more representatives from each school staff derives its powers from the membership and shall be responsible to the membership. It shall serve as the forum for the presentation of Association and other educational needs; and it shall provide, in conjunction with CCCEA, NJEA, and NEA, programs to meet those needs.

### **Section 2:**

Any member of the Association who is not a member of the Representative Council may attend its meetings, shall sign in as a guest and wear a visitor's badge. They may receive permission to speak, but cannot vote.

### **Section 3:**

Alternate members of the Association who attend Representative Council meetings cannot sit with the Representative members, nor make motions or vote unless that person is filling in for an absent regular member whose absence has been officially noted by the Secretary.

### **Section 4:**

(a) In each school building in the Camden Public School District, those persons who are members of this association shall elect for a term of one year one representative to the Representative Council for every twenty members or major fraction thereof.

(b) In each school building in the Camden Public School District, those persons who are members of this association shall elect for a term of one year one Alternate representative to the Representative Council for every twenty members or major fraction thereof.

(c) The Association shall guarantee ethnic majority representation on its Representative Council at least proportionate to its active ethnic minority membership.

(d) The Association shall guarantee non-classroom teacher representation on its Representative Council proportionate to its active non-classroom teacher membership.

## **ARTICLE VII - PARLIAMENTARIAN**

A parliamentarian and alternate shall be appointed in September by the President and shall serve a term of one year.

## **ARTICLE VIII – AMENDMENTS**

### **Section 1:**

Proposed amendments to the Constitution shall be presented in writing to the Constitution and Bylaws Committee.

### **Section 2:**

Each amendment or revision shall be presented to the Representative Council at a regular or special meeting of the Council. After consideration, the Representative Council, by a majority vote, proposes to recommend amendments or revisions to the general membership.

### **Section 3:**

The text of the proposed amendments/revisions shall be distributed to each Active Member at least two calendar weeks in advance of voting.

**Section 4:**

This Constitution may be amended by a two-thirds vote of the voting Active Members of the Association called in a regular or special election of the association for this purpose.

**THE BYLAWS OF THE CAMDEN EDUCATION ASSOCIATION**

**ARTICLE I – MEETINGS**

**Section 1. – Executive Board**

(a) The Executive Board shall meet at least once each school month, at the call of the President or at the request of any three members of the Board.

(b) Any interested Active Member may be present during meetings of the Representative Council unless expressly excluded for reasons of security and or confidentiality of items under discussion. Said Active Members(s) may participate in the discussion but will not be allowed to vote on motions. The President shall limit the number of such Active Members present to ensure order in the meeting place.

**Section 2. – Representative Council**

(a) The Representative Council shall meet at least once each school month.

(b) Any interested Active Member may be present during meetings of the Executive Board unless expressly excluded for reasons of security and or confidentiality of items under discussion. Said Active Members(s) may participate in the discussion but will not be allowed to vote on motions. The President shall limit the number of such Active Members present to ensure order in the meeting place.

(c) Special meetings of the Representative Council may be held at the call of the President or upon the written request of five (5) or more Association Representatives of the President or the Executive Board. Business to come before the special shall be limited to items stated in the call, which shall be sent in writing to each Representative. No other business shall be transacted.

**Section 3. – General Membership Meetings**

The President, in conjunction with Executive Board, shall call a general meeting of the membership at least once a year to report and to discuss Association issues. Two hundred (200) unified active members may call for a general meeting through a signed petition to the President or in the case of the President’s unavailability to the Executive Board.

**ARTICLE II – QUORUM**

(a) A majority shall be quorum for the Executive Board and all committee.

(b) Majority shall be a quorum to meet and vote at any meeting as long as there is ample notification of such meeting with exception of emergency meetings which will require 48 hours notice. **Adopted 6/17**

(c) A majority of those present shall constitute a quorum for the general membership.

**ARTICLE III – AGENDA**

**Section 1. – Representative Council**

The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the council. Any Active Member may submit agenda items to be included in the agenda provided that the Executive Board has reviewed and approved said items for inclusion.

**Section 2. – Executive Board**

The President shall develop the agenda for the Executive Board. Agenda items for the Executive Board meeting may be submitted by an Active Member with the approval of the President.

**Section 3. - General Membership Meetings**

(a) The agenda shall include matters of importance to the Association upon which the opinion of the voting members is desired. It shall be prepared by the Executive Board and submitted to the Representative Council for approval in advance of the membership meeting.

(b) Upon written recommendation of seven (7) or more voting members, the Executive Board shall submit special concerns indicated by those members to the Representative Council as items proposed for the agenda. The Representative Council shall determine whether these matters are to be presented to the membership for discussion only or are to be submitted for action.

**ARTICLE IV – POWERS AND DUTIES OF OFFICERS**

**Section 1:**

All officers shall be unified members, where eligible, of the Association, the Camden County Council of Education Association, The New Jersey Education Association and the National Education Association.

**Section 2 – President**

(a) The President shall be the executive officer of the Association. The President shall call meetings of the Executive Board, the Representative Council and the General Membership and shall preside at such meetings; shall appoint the chairperson and members of all standing committees and special committees not otherwise provided for in the Constitution and Bylaws; is an ex-officio member of all standing committees except the Nominating and Election Committees. Shall sign all checks drawn on the checking accounts along with the treasurer.

(b) The President shall be paid the same salary he or she receives from the Camden Board of Education. In addition, if the President is a ten month employee he or she will receive 20% of their base salary for the month of July and August.

(c) Subject to the personnel policies recommended by the Executive Board and adopted by the Representative Council and within the annual budget, the President shall have the power to engage services and employ personnel for the efficient management of the Association and attainment of the Association's objectives.

(d) The President shall represent the Association before the public either personally or through a designated representative and perform such other duties as shall devolve upon the office.

(e) The President shall provide supportive help to the officers, chairperson of committees and other volunteers.

(f) The President is entitled to 20 vacation days from July 1 - June 30 annually. In the event that the president is unable to take his/her allotted vacation days due to association business, he or she will be compensated at their daily per diem rate for no more than ten (10) unused vacation days on an annual basis. Documentation of unused vacation days must be presented to the Representation Council at a regular meeting for the council's approval.

Adopted 3/30/09

(g) Co-sign checks with the Treasurer.

**Section 3 – 1<sup>st</sup> Vice President**

The 1<sup>st</sup> Vice President shall assume all duties of the President in the absence of the President as provided in Article IV, Section 4 (c) of the Constitution; shall serve as the Grievance Chairperson and any other duties as the President designates. In the event that the 1<sup>st</sup> Vice President cannot assume the duties of the Grievance Chairperson, another member will be appointed, by the President, to said position. The stipend for the 1<sup>st</sup> Vice President will be split as follows: ½ to 1<sup>st</sup> Vice President and ½ to Grievance Chairperson. The Budget Committee will determine the stipend amounts for all positions. In the absence of the President and Treasurer, the 1<sup>st</sup> Vice President shall be the second signer on all checks drawn upon the regular checking account. *Adopted 2/13/08*

**Section 4 – 2<sup>nd</sup> Vice President**

In the absence of the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President presides and performs the duties of the 1<sup>st</sup> Vice President during his/her absence or when circumstances make it necessary to assume the duties of the 1<sup>st</sup> Vice President. The 2<sup>nd</sup> Vice President shall serve as the Membership Chairperson and perform any other duties as the President designates. In the event that the 2<sup>nd</sup> Vice President cannot assume the duties of the Membership Chairperson, another member will be appointed by the President to the said position. The stipend for 2<sup>nd</sup> Vice President will be split as follows: ½ to 2<sup>nd</sup> Vice President and ½ to Membership Chairperson. The Budget Committee will determine the stipend amount for all positions. *Adopted 2/13/08*

**Section 5 – Secretary**

The Secretary shall keep accurate minutes of all meetings of the Executive Board, Representative Council and General Membership, shall maintain and manage the official Association records and documents and assist the President with Association correspondence.

**Section 6 – Treasurer**

The Treasurer upon submission of vouchers approved by the President; shall sign all checks drawn upon the regular checking accounts along with the President shall keep accurate accounts of receipts and disbursements; shall report to the Executive Board and the Representative Council; shall make records available for audit; shall prepare an annual financial statement for publication to the general membership as directed by the Executive Board; and shall assist the Planning and Budget Committee in drafting the annual budget; shall be bonded by the Association.

**Section 7:**

The treasurer shall be responsible for making funds available during the summer months to pay Association bills.

**Section 8:**

All officers shall be required to spend two hours one day a week to assist in the operation of the office.

**ARTICLE V – TERMS**

When a new President is elected, the outgoing President will serve as an advisor throughout the month of August in order to facilitate a smooth and orderly transition. The Past President will inform the newly elected President of policies and procedures of the Association.

**ARTICLE VI – POWERS AND DUTIES OF THE EXECUTIVE BOARD**

**Section 1 – The Executive Board shall:**

- (a) manage and control the property business affairs of the Association.
- (b) implement the policies established by the Representative Council.
- (c) approve all expenditures for the Association.
- (d) be responsible to the Representative Council.



- (e) report to the membership its transactions and those of the Council.
- (f) establish special committees as needed to implement the objectives or policies of the Association.
- (g) suggest policies for consideration by Council.
- (h) approve business transactions and agreements. The President signs them.
- (i) authorize and instruct the President to conclude business transaction.
- (j) authorize the transfer of funds not exceeding \$500.00 in the budget within a fiscal year.
- (k) may review acts or decisions to the Representative Council.
- (l) authorize the expenditure not to exceed \$500.00 for non-budgeted items within a fiscal year.
- (m) accept application for agency representation and cause such application to be processed and submitted to Council.
- (n) review proposed programs and budget prior to submission to Council.
- (o) require Chairpersons of committees, if requested, to attend and report at the meetings of the Executive Board.
- (p) shall authorize the employment of a Bookkeeper to provide clarification relative to a check and balance system for accurate record keeping!

**Section 2:**

The Executive Board has a fiduciary obligation to exercise due care in managing the funds property of the Association. While the executive Board may delegate certain duties in connection with the management of funds to specific persons, the Executive Board is legally responsible.

**Section 3:**

The Executive Board shall designate the President to represent the Association in negotiating any policies of mutual concern with the governing and appropriate bodies of the school system. Within the policies established by the Council, the Board shall make decisions binding the Association in these matters.

**Section 4:**

The Executive Board shall designate the negotiating committees for all bargaining units of the Association; shall approve all negotiation proposals to be presented to the Board of Education and shall approved all tentative agreements prior to their submission for ratification.

**Section 5:**

A member of the Executive Board who is unable to be present at meeting may designate an elected Alternate from the same bargaining unit to act in the place of that member.

**Section 6:**

(a) **IMMEDIATE PAST PRESIDENT** shall advise the Executive Board and assist the President at the latter's request.

(b) **REPRESENTATIVES** for Elementary, Middle School, High School, Non-teaching Certificated Staff shall serve as liaison between assigned school and the Association, serve on the Executive Board, PAC Committee, chairs a committee, attend Representative Council meetings, General Membership meetings, specific workshops, Camden County meetings and other Association functions; shall be a member of the Coordinating Committee, and Negotiation Committee and perform such other duties as may devolve upon that office.

(c) **REPRESENTATIVES** for Secretaries/Clerks, Law Enforcement/Attendance Officers, and Paraprofessionals and other ESP serve on the Executive Board; shall be a member of the Negotiation Committee; shall be a member of the coordinating Committee; shall attend meetings of the Executive Board, Representative Council, General Membership; Chair or be a member of a committee, represent the Association at specific bargaining units; and shall perform such other duties as may devolve upon that office.

(d) **THE MEMBER AT LARGE** shall represent the interest to the General Membership and serve as liaison between the President and the representatives from the various units; shall attend meetings of the Executive Board, Representative Council, General Membership and assigned committees; shall be a member of the Negotiation Committee: and perform such other duties as may devolve upon that office.

(e) **ALTERNATE REPRESENTATIVES** shall assume the duties of a regular Representative on the Executive Board in case of absence or vacancy; may attend Executive Board meetings and participate in deliberations but will not be allowed to vote; and shall be a member of the Coordinating Committee of their respective bargaining units.

## **ARTICLE VII – POWERS AND DUTIES OF THE REPRESENTATIVE COUNCIL**

### **Section 1 – The Representative Council shall:**

- (a) approve the annual budget.
- (b) set the dues for the Association.
- (c) act on committee reports.
- (d) Approve resolutions, programs and adopt policies.
- (e) approve the rules for election submitted by the Election Committee.
- (f) appoint members to Nomination/Election Committees.
- (g) recommend to membership constitutional changes.
- (h) amend the bylaws.
- (i) adopt personnel policies for employment of personnel.
- (j) adopt rules governing the conduct of the Association.
- (k) adopt rules governing the conduct of meetings as are consistent with constitution and bylaws.
- (l) authorize the transfer of funds exceeding \$500.00 within the annual budget; shall authorize the expenditure exceeding \$500.00 for non-budgeted items within a fiscal year.
- (m) determine those matters to be presented as recommended by the Executive Board at the membership meeting; shall accept action of the membership on those matters submitted for vote and shall take into account the discussion at the membership meeting on matters presented for discussion only.

(n) adopt procedures to be followed in censuring, suspending and expelling members for cause or for reinstating members.

(o) establish a Code of Ethics and other reasonable standards of conduct that members of this Association shall be expected to follow.

(p) to be the final judge of the qualification and election of officers and Association Representative.

**Section 2:**

Powers not designated to the Executive Board, the officers or other groups in the Association, shall be vested in the Representative Council.

**ARTICLE IX – ASSOCIATION REPRESENTATIVES**

**Section 1:**

In each School building in the Camden Public School District the members in good standing of this Association shall elect for a term of one year, one Association Representative and one Alternate Association Representative to the Representative Council for each twenty Association members or major fraction thereof. There shall be at least one Association Representative for each building. Election shall be held in the first week of September and Association Representatives shall take their seats at the September meeting of the Representative Council.

**Section 2.**

Association Representatives shall attend the regular meetings of the Representative Council. After two or more unexcused absences of a Representative, the President may declare the seat unfilled and subject to approval by the Representative Council, may fill the seat until replacement has been elected by the concerned building membership.

**Section 3:**

The Association Representatives and Alternate Representatives in each building shall organize themselves in order to coordinate building Association activities. They shall elect from among their ranks, a Head Representative who shall also serve as the building contact person with the President.

**Section 4:**

The Head Representative shall call for a building membership meeting whenever necessary to discuss Association Business. Association Representatives shall appoint such faculty committees as the Association may require, and organize and oversee the subsequent elections of Representatives; shall recruit and enroll eligible employees; shall maintain a two-way Association communication within the building.

**Section 5:**

A building housing only administrative and supervisory officers shall be considered a school building for purposes of the Association and each such officer shall be considered a member of the faculty of that building.

**Section 6:**

Upon request, an Association 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 initial discussion, the Association Representatives shall forward it to the Association's Professional Rights and Responsibilities Committee for further action.

**Section 7:**

The Association Representatives shall act: as advisor to the members for Association programs, service and contract; as contract enforcer who makes certain that contract violations are promptly corrected by assisting members in taking appropriate actions as provided in current contract; as organizer who works to gain active and

organized participation of all members; as communicators who ensures that all Association-related information is made available to members; as spokesperson who report member's concerns directly to the Officers, Executive Board or Representatives Council; as a problem solver who identifies problem at early stages and resolves such; and as an advocate for the Association and its members.

## **ARTICLE X – ELECTIONS**

### **Section 1: Nominating Committee**

- (a) Members of the Nominating Committee shall be elected by the Representative Council at its November meeting.
- (b) The Nominating Committee shall be composed of 3 members from its membership
- (c) Members of the Nominating Committee are not barred from becoming nominees for office themselves.
- (d) A chairperson shall be elected by said committee members from among their ranks.
- (e) The Nominating Committee shall submit to the Representative Council at the February meeting its recommendation for CEA/NEA Delegates to the NEA Representative Assembly of the NEA Convention. Members of the Council may nominate other candidates from the floor. Any additional names may also be placed in nomination upon presentation at this meeting of petitions signed by 10 percent of the active Members of the Association.
- (f) The Nominating Committee shall name one or more candidates for President, Vice Presidents, Secretary, Treasurer and the Executive Board to the Representative Council at the March meeting. Members of the Council may nominate other candidates from the floor. Any additional names may also be placed in nomination upon presentation at this meeting of petitions signed by 10 percent of the active Members of the Association.
- (g) The Nominating Committee is automatically discharged when its report is formally presented to the Representative Council unless otherwise directed by the Representative Council.

### **Section 2: Elections Committee**

- (a) The Representative Council shall elect 7 (seven) members and 2 (two) alternates to the Elections Committee from its membership at its November meeting.
- (b) A chairperson shall be elected by said committee members from among their ranks.
- (c) The Elections Committee shall establish standards and procedures for the elections of officers and Executive Board, which shall be approved by the Council.
- (d) The Election Committee shall cause to be published to the members brief information on each candidate.

### **Section 3: Voting**

- (a) (i) In March beginning 2004 the general membership shall vote for the CEA/NEA Delegates for a two three-year term to the NEA Representative Assembly of the NEA Convention by ballot in accordance with the procedures developed by the Elections Committee and approved by the Representative Council. The CEA President and Vice Presidents automatically serve as delegates to the NEA Convention and must be indicated on the ballot during the election of CEA officers.

(ii) In May, the general membership shall vote for CEA officers and Executive Board by secret ballot in accordance with the procedures developed by the Elections Committee and approved by the Representative Council.

(b) The Elections Committee shall report the results to the Representative Council and President, Executive Committee and Representative Council who shall cause them to be published.

(c) Elections Committee shall receive, investigate and act on irregularities or complaints involving elections.

(d) Results of the elections shall be reported immediately to NJEA, NEA and the Camden County Council by a member of the Elections Committee.

**Section 4:**

The following positions shall be staggered as follows for election purposes. The term of office for the Alternate Representative shall correspond with their respective individual Representative position on the Executive Board.

**EVEN YEAR**

President

Treasurer

**Secretary**

Elementary Representative (I)

Alternative Representative (I)

Middle School Representative (I)

Alternative Representative (I)

High School Representative (I)

Alternative Representative (I)

Non Teacher Certificated Staff (I)

Alternative Representative (I)

(excluding Administrators, Supervisors)

Paraprofessional and other ESP Representative (I)

Alternate Representative (I)

**ODD YEAR**

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Secretary

**Treasurer**

Elementary Representative (I)

Alternative Representative (I)

Middle School Representative (I)

Alternative Representative (I)

Member-At-Large Representative (I)

Alternative Representative (I)

Secretary/Clerk Representative (I)  
Alternative Representative (I)

Law Enforcement/Attendance Representative (I)  
Alternate Representative (I)  
Staggering positions began in 1986

## **ARTICLE XI – STANDING COMMITTEES**

### **Section 1:**

(a) There should be standing committees of the Association as are required to carry on its work. They shall each have members, selected to be a broad representative of all members.

(b) Each Committee may appoint a sub-committee from its membership, which is responsible to the committee; shall also appoint, with the approval of the Executive Board, special subcommittee and task force for specific activities outside the committee membership.

### **Section 2:**

Each standing committee shall meet regularly and may hold special meetings at the call of the chairperson. Any committee shall have a quorum if a majority of its members are present.

### **Section 3:**

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Representative Council and shall prepare an annual written report summarizing objectives, action programs, gains, and unreach goals, which the Executive Board shall distribute to the members, and which shall become a part of the continuing committee record in the Association files.

### **Section 4:**

The records and accounts of the Association and of its officers and committees shall be the property of the Association and open at all times to the inspection of any active member. Every officer, member of the Association having funds, keys, papers, books, records or property belonging to the Association shall give up same on demand to the next successor in office or to the person authorized by the Representative Council or the Executive Board to receive same.

### **Section 5:**

The President with advice and consent of the Executive Board shall appoint members of the standing committees upon recommendation to the Association Representative Council meeting, and fill all unexpired terms as vacancies occur.

### **Section 6:**

The Executive Board shall require and assist committees to define their short-range and long-range objectives and programs of action. It shall review committee plans as necessary, and shall decide any jurisdictional questions between committees.

### **Section 7:**

Whenever applicable, committees shall try to relate to the objectives and programs of the corresponding units of the CCCEA, NJEA and NEA.

### **Section 8: Titles and Duties of Standing Committee**

(a) **AUDIT COMMITTEE** – in June, the President shall appoint the Audit committee. The Committee shall be responsible for the supervision of the process of auditing the Association's financial records. The records shall be

submitted to a certified public accountant for audit at the end of the fiscal year. The Audit Committee shall make a report to the Executive Board and Representative Council upon completion of the audit.

**Project:** Prepare the reports necessary for audit to be given to accountants.

(b) **PLANNING AND BUDGET COMMITTEE** - in January the President shall appoint the Planning and Budget Committee. The Committee shall monitor and examine, needs, services and programs affecting the Association; shall collect, study and integrate recommendations submitted by other committees into an Annual Plan and based on said Annual Plan and in cooperation with Treasurer, shall prepare an Annual budget. Said Annual Plan and Annual Budget shall be subject to review and revision by the Executive Board. In May, the Planning and budget Committee shall present the budget for the following school year to the Representative Council for final approval.

**Project:** Budget committee will obtain from each committee chair their budget for the upcoming school year.

(c) **PUBLIC RELATIONS/MEDIA** - shall supervise and be responsible for the distribution of Association publications as may be placed under its supervision, within the framework of policy laid down by Representative Council. It shall develop procedures by which the Association can present material to Association members and the community through newspapers, radios, television and other media.

**Project:** Prepare announcements for Channel 19 productions; Plan forum involving CEA and special CEA events.

(d) **INSTRUCTION AND PROFESSIONAL DEVELOPMENT COMMITTEE** - in September, the President shall appoint the Instruction and Professional Development Committee, Members shall be members of the Curriculum Steering Committee. The Committee shall study, report on, and make recommendations concerning programs in the field of instruction, teacher education, certification, professional standards and development. It shall stimulate research and proven innovations in its area of interest, consider short-range and long range goals and policies affecting the profession and the Association.

**Project:** Plan and orchestrate three (3) workshops for professional development credits.

(e) **MEMBERSHIP COMMITTEE** - shall be responsible for the promotion and maintenance of membership in the Association. It shall secure membership of eligible school personnel for the Association; shall keep an updated list of names and addresses of members. With the approval of the Council, it shall establish standards for acceptance of units applying for agency representation and shall conduct the appropriate study concerning such applications and submit recommendations to the Council through the Executive Board.

**Project:** Request staff list from all schools compare with new employees to the district and develop fee payer list.

(f) **NEW MEMBER ORIENTATION COMMITTEE** - in May, the President shall appoint the Orientation Committee. The committee shall develop and conduct programs for the orientation of new certificated personnel and support staff to the Camden Public School System. An all-year program to help ease into the school system certificated and support staff personnel hired during the school year also be implemented by the committee.

**Project:** Plan annual new member orientation luncheon and training sessions during upcoming year.

(g) **PROFESSIONAL RIGHTS AND RESPONSIBILITIES COMMITTEE** - shall promote and protect the legal and professional rights of Active Members; shall have the power to investigate the legal status of Active Members who are in contest with regards to their rights and responsibilities as school employees and citizens, and

shall file grievances and recommend appropriate action, where applicable to the Executive Board and Representative Council.

**Project:** Plan and orchestrate professional workshops.

(h) **SOCIAL COMMITTEE** – in September, the President shall appoint the Social Committee. The committee shall organize social and cultural activities that serve the needs of members and promote friendship within the Association.

**Project:** Shall plan the following events: Welcome Back to School; NJEA Hospitality; Christmas Celebration; Valentine Day Function; End of the Year Get Together.

(i) **MINORITY LEADERSHIP AND RECRUITMENT COMMITTEE** – shall encourage minority members to become active in Association work at the local, county, state and national levels. It shall undertake, in cooperation with other committees, appropriate programs to promote said goal. It shall work closely with similar committees at all levels.

**Project:** Plan activity for Black History Month.

(j) **The PAUL DIMITRIADIS FUND COMMITTEE** – shall be responsible for raising money to meet the Associations’ annual contribution goal to the Fund.

**Project:** Plan Fund Raiser for Paul D. Dimitriadis Fund.

(k) **The LEGISLATIVE COMMITTEE** – shall be engaged in activities designed to enhance the political consciousness of members and secured their support in pursuing the unified legislative program of CEA, CCCEA, NJEA and NEA and in electing screened and proven political candidates supportive of education.

**Project:** Participate in phone-bank and voters registrations event.

(l) **NEGOTIATION COMMITTEE** – shall be composed of the following: The President, who is the chairperson, selected Representatives from the Executive Board and members of the coordinating committee of the various bargaining units. The coordinating Committees shall provide the proposals for their respective bargaining units.

**Project:** Develop a list of recommended issues for next contract.

(m) **COMMITTEE ON CENSURE, SUSPENSION, AND EXPULSION OF MEMBERS** shall upon instruction of the Council; conduct due process hearings when charges are filed against a member pursuant to established standards and procedures for censuring, suspending and expelling members and shall submit appropriate recommendations to the Council.

**Project:** Prepare guidelines to be submitted to representative council, especially ones relating to attendance.

(n) **COORDINATING COMMITTEES** – shall monitor and examine, needs, services, programs and provisions of the contract relating to their bargaining unit and make appropriate recommendations; shall help implement services and programs affecting said bargaining unit; shall aid the bargaining team on negotiation years; and shall deliberate and form consensus on issues and business items set for Board action in order to guide their representatives.

1. Coordinating Committee on Certificated Personnel (elementary, middle school and high school, including special education teaching staff, and guidance counselors, social workers, learning disability teacher consultants, speech therapists, nurses and other eligible non-teaching certificated personnel) shall be composed of the six (6) regular



Representatives and their (6) Alternates. A chairperson shall be elected by the committee members from among their ranks.

2. The Coordinating Committee on Secretaries/Clerks - the committee shall be composed of the regular Representative to the Board, and the Alternate and five (5) representatives from the various secretarial and clerical groups and other members recommended by the President to the Executive Board.

3. The Coordinating Committee on Law Enforcement/Attendance Officers shall be composed of the regular bargaining unit's Representative and four (4) representatives from the two groups comprising this unit.

4. The Coordinating Committee on Paraprofessional A/B shall be composed of the regular Representative to the Board and five representatives from the group comprising the bargaining units. The School Community Coordinators/Mass Media Specialist are members of this committee.

(Standing Committees)

(o) **BOARD WATCH/SPEAKER'S BUREAU** - The Members on this Committee will attend Board of Education Meetings. They will prepare talking points and script on current educational issues so that they are always ready when needed.

**Project:** Collect Board Minutes and reproduce; Collect Board Committee Minutes and reproduce; Keep report of attendance of members at Camden Board of Education meetings.

(p) **EDUCATIONAL SUPPORT PROFESSIONALS (ESP)** - This Committee is composed of members of the various unites of our Educational Support Professionals. Their duties consist of getting more of their colleagues involved in all aspects of our organization.

**Project:** Plan ESP Day; Plan with IPD two (2) workshops for ESP; Address ESP non-contractual concerns.

(q) **FAST COMMITTEE** - This committee originated at NJEA in conjunction with the Black Minister's Alliance. Its goal is to develop a relationship with the churches, community and the Association in the Urban School Districts. Programs and workshops will be implemented through this Committee. Pride will fund the FAST projects.

**Project:** Develop community organizing projects.

(r) **LEADERSHIP DEVELOPMENT** - This Committee's task is to organize workshops and training that will enhance the development of leaders in the various roles of our Association.

**Project:** Organize and carry out two (2) leadership trainings/workshops.

(s) **MEMBER BENEFITS** - This Committee shall organize training, workshops and/or exhibits designed to keep members informed of their Association benefits. Each year a member benefits fair will be held during the period of open enrollment.

**Project:** Member Benefits Fair

(t) **PARENTAL/COMMUNITY INVOLVEMENT** - This Committee's purpose is to develop strategies that will help organize the various Schools Districts' Communities in support of educational and/or political goals, which directly effect Public Education

**Project:** Develop data for major community divisions.

(u) **PERSONNEL COMMITTEE** - This Committee develops policies and procedures that govern Association Employees including the engagement and/or termination of their employment. **No employment of the Full/Part time office staff can be terminated without the approval of the executive board, president and personnel committee.**

**Project:** Conduct two evaluations of office staff in January and June; Organize personnel records.

(v) **PHILANTHROPIC** - This Committee is responsible for raising funds to support our Scholarship and other activities not permitted to be supported by member ship dues.

**Project:** Organize fund raiser for fund; solicit members for payroll deduction.

(w) **POLICY** - This Ad Hoc Committee was appointed to develop policies and combine them with those in existence to form a permanent guide that will govern our Association.

**Project:** To maintain policy book.

(x) **POLITICAL ACTION** - This Committee is considered a watchdog for all political actions in the Community as well as the State. They are to keep the Association informed and call a Pac meeting when necessary. They are to engage in fundraising as finances for political causes cannot be extracted from Membership Dues.

**Project:** Pennies for PAC - maintain a PAC account.

(y) **PRIDE** - The Pride Committee will work in conjunction with the County and State to develop pride projects. These Projects when implemented will close gap between the Schools, Association and the Community.

**Project:** Develop and implement pride grants for the Association.

(z) **PROPERTY** - This Committee investigates and recommends to the Executive Committee their findings on issues that are related to our property.

**Project:** They will maintain a current record of all properties, this will include all technology equipment and furniture; Develop a policy log book.

(aa) **THE RESEARCH COMMITTEE** - shall gather, analyze and collate pertinent information in support of the Association activities. It shall secure and maintain a library of research materials dealing with grievances, negotiation, training and other organization reference.

**Project:** Research minutes for policy book.

(ab) **THE CITY – WIDE LIAISON COMMITTEE**, as provided in the contract, shall meet with the Superintendent or his/her representative on a regular basis or as is required, to discuss business of mutual interests. It shall also help organize the various building liaison committees, receive their reports and act on recommendations.

**Project:** Schedule meetings meeting with Superintendent or designee.

(ac) **CONSTITUTION AND BYLAWS COMMITTEE** - shall review, coordinate suggestions received, and prepare the language for recommended changes to the Constitution and Bylaws and shall submit said recommendations to the Council.

**Project:** Orchestrate changes to constitution.

(ad) **THE WAYS AND MEANS COMMITTEE** shall be responsible for finding methods and resources for implementing approved plans or programs of committees not covered by funding from the Association. It shall cooperate with the Committee on Planning and Budget and other committees as needed.

**Project:** Plan fund raising activity.

(ae) **THE COMMITTEE ON STUDENT AFFAIRS** shall recommend, support sponsor or co-sponsor student-oriented programs such as those relating to vandalism, alcoholism, drugs, physical abuse and absenteeism and those providing support services as homework, tutoring, Scholastic Aptitude Test classes and counseling for college-bound students and to provide a dynamic CEA scholarship program for deserving public students bound for college. Said scholarship shall be funded with monies raised through donations and such fund-raising activities approved by the Executive Board.

**Project:** Plan process for scholarship awards and presentation.

(af) **THE SUNSHINE COMMITTEE** shall endeavor to provide aid and felicitations to members during appropriate occasions.

**Project:** Extend condolences to members' immediate family and celebrate monthly everybody's birthday.

(ag) **HEALTH AND SAFETY COMMITTEE** shall monitor, investigate, and make appropriate recommendations relating to the health and safety of school children and Association members as provided in the contract.

**Project:** Plan workshop for members on safety and use of restraints.

(ah) **EDITORIAL COMMITTEE** shall be responsible for publication of the CEA Today.

#### **ARTICLE XI – SPECIAL COMMITTEES**

At any time, the President may appoint such committees as the Executive Board may establish. The President shall discharge all special committees upon completion of their duties. No officer of the Association may serve on either the Nominating/Election Committee or the Audit Committee.

#### **ARTICLE XIII – FISCAL YEAR**

The fiscal year of the Association begins September 1 and ends August 31.

#### **ARTICLE XIV – DUES**

Section 1:

(a) Annual dues of the Camden Education Association for Active/Professional and Active/Supportive members shall not exceed .00199 of the average Camden City Active/Certified salary and Active/Supportive salary of the preceding year, respectively. This amount will be pro-rated for persons whose initial eligibility in that year for active membership is effective after December 31.

- (b) The agency fee for non-members shall be not more than 85% of the total unified dues of Active Members.
- (c) All dues will be paid by APD (Automatic Payroll Deductions).
- (d) Local Association dues shall be determined by the Representative Council with a ¾ majority vote of its members present.

#### **ARTICLE XV – CONTRACT RATIFICATION**

##### **Section 1:**

Contracts negotiated by the Association with the Board of Education shall be ratified only upon a majority vote of the members of the Association present in the bargaining unit voting in election conducted for that purpose after sufficient notice has been given to the membership.

##### **Section 2:**

Amendments to contracts negotiated and ratified by the Association shall be approved only upon majority vote of the authorized representatives of the bargaining unit present voting at a regular or special meeting of said representatives.

#### **ARTICLE XVI – AUTHORITY**

Robert 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 Representative Council may adopt.

#### **ARTICLE XVII – AMENDMENT**

These bylaws may amended by a majority vote of the members, provided the amendments have been submitted in writing to the Representative Council at the previous regular or special meeting.