

# ***CONSTITUTION***

## ***Article I - Name and Incorporation***

Section 1: The name of this organization shall be Woodbridge Township Education Association, hereafter referred to as the Association.

Section 2: It is incorporated as a non-profit corporation under Title 15, Sections 1-12 of Revised Statutes of the State of New Jersey and Internal Revenue Code 501 (c) (5).

## ***Article II - Affiliation***

The Association shall be an affiliate of the Middlesex County Education Association, the New Jersey Education Association and the National Education Association.

## ***Article III - Purposes***

Section 1: To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 2: To develop and promote the adoption of fair personnel policies and professional standards of preparation and participation.

Section 3: To advance professional rights and status and responsibilities of its members.

Section 4: To represent its members and other employees in negotiations and grievances with the Board of Education on all matters of compensation and all other terms and conditions of employment.

Section 5: To form a representative body to speak with authority for the members.

Section 6: To establish cooperation between the members and the community.

## ***Article IV - Membership***

Section 1: Active Members

- a. Active membership in the Association shall be open to all non-supervisory employees in the Woodbridge Township School District.

- b. Active members of the Association, where eligible, shall also be members of the Middlesex County Education Association, the New Jersey Education Association and the National Education Association.

Section 2: Honorary Members

Honorary membership may be conferred upon members of the teaching profession or other persons for distinguished service to education and the profession. Honorary members shall enjoy all the privileges of the Association except those of voting and holding office and shall be exempt from payment of dues.

Section 3: Retired Members

Active Members upon retirement may continue to enjoy all rights and services of active members except the right to vote and the right to be elected to office, by payment of the annual dues as a retired member.

Section 4: Rights of Membership

- a. Every active member shall have the equal rights and privileges within the organization 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 except that in voting on contract ratification only members in the appropriate unit of representation shall have the right to vote, and in voting to fill the offices of vice president other than first vice president only members of the appropriate job category(s) shall have the right to vote, in voting to fill the office of Head Association Representative only members regularly assigned to the appropriate building shall have the right to vote, and in voting for the office of Professional Development Committee only certified staff shall have the right to vote.
- b. Every member shall have the right to meet and assemble fully with other members; to express any views, arguments or opinions; to express any views at meetings upon candidates in an election of the Association or upon any business properly brought before the meeting.
- c. No member shall be fined, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and 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, a first vice president, a teacher vice president, a transportation vice president, a secretary

vice president, a paraprofessional vice president, a recording secretary, a membership secretary and a treasurer.

Section 2: The officers shall be elected in May at a meeting scheduled by the Elections Committee and be installed for a term of three years, effective with the term to begin in July 2012.

Section 3: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and by a majority vote of the members of the Association.

- a. Recommendation for recall can be made by the submission of a petition containing the signatures of 15% of the membership to the Representative Council.
- b. The Representative Council shall notify in writing any officer who has been recommended for recall.
- c. Any officer may appeal in writing to the Representative Council.
- d. The Representative Council shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
- e. The report of those hearings shall be made available to the membership.
- f. A general membership meeting shall be called two weeks after the issuance of the report.
- g. Such recall shall be determined by a majority vote of the membership in attendance at said meeting.

Section 4: Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.

Section 5: In the event of vacancy in the office of the president, the first vice president shall become president and serve until the next regular election. Other vacancies shall be filled by majority vote of the Representative Council, upon recommendation of the president. In the event that there are vacancies in the positions of both president and first vice president, a special meeting of the Representative Council shall be held with the teacher vice president presiding, and by majority vote the Representative Council shall fill both vacancies.

## ***Article VI - Representative Council***

Section 1: The policy-forming body of the Association shall be the Representative Council.

Section 2: The Representative Council shall consist of:

- a. the officers of the Association.
- b. the immediate Past President.
- c. MCEA delegates.
- d. NJEA Delegate Assembly members(s).
- e. chairpersons of the member rights and negotiations committees.
- f. one elected head association representative from each school/building.

Section 3: Apportionment

- a. In each school in the Woodbridge Township School District, those persons who are members of this Association shall elect for a term of three years one head association representative and one additional association representative for every twenty-five members or major fraction thereof, effective with the term to begin in July 2012.
- b. The Association shall guarantee ethnic minority representation on its Representative Council at least proportionate to its active ethnic minority membership.
- c. Elections shall be held in May and representatives shall assume office effective July 1.

Section 4: The head association 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, and organize and oversee the subsequent elections of representatives, the enrollment of members, and two-way Association communication within the building.

Section 5: 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, but may receive permission to speak. However, when matters before the Representative Council are deemed to be confidential, the Representative Council shall be authorized to hold an Executive session.

*Article VII - Amendments*

Amendments to this Constitution may be made by a two-thirds majority of the active members of the Association voting in a regular or special election called for this purpose, provided that:

- a. the amendments have been submitted in writing to the Secretary of the Association
- b. the Secretary of the Association has distributed copies of the amendment to the members of the Representative Council
- c. the Representative Council, by a majority vote, proposes to recommend said amendments to the general membership
- d. the Secretary of the Association has distributed copies of the amendments so proposed to all active members of the Association at least two calendar weeks in advance of the election.

Approved by Membership  
June 15, 2011

# ***BYLAWS***

## ***ARTICLE I - Meetings***

### **Section 1: Representative Council**

- a. The Representative Council shall schedule monthly meetings during the school year. The officers shall prepare the agenda for each meeting.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the president of 25% of the representatives. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each representative if time permits.

### **Section 2: General Membership**

- a. The officers shall arrange meetings of the members each year, as needed.
- 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 3: The order of business at any Representative Council meeting shall be as follows:**

- a. Call to Order
- b. Approval of Minutes
- c. Correspondence
- d. Report of the President
- e. Report of the Treasurer
- f. Reports of Standing Committees
- g. Reports of Special Committees
- h. Old Business
- i. New Business
- j. Concerns
- k. Adjournment

## ***Article II - Quorum***

Section 1: A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.

Section 2: The members present shall constitute a quorum for the General Membership meetings.

## ***Article III - Powers and Duties of the Officers***

Section 1: President - The President shall:

- a. preside over all meetings of the officers, Representative Council and General Membership
- b. appoint the chairperson and members of all standing committees and special committees with the approval of the officers not otherwise provided for in the Constitution and Bylaws
- c. be ex-officio member of all committees
- d. with the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted
- e. represent the Association before the public either personally or through a designated representative
- f. perform all other functions usually attributed to the office.

Section 2: First Vice President - The First Vice President shall:

- a. assume all duties of the President in his or her absence and work closely with one or more standing committees as the President may suggest
- b. become President whenever the presidency becomes vacant as provided for in Article V, Section 5 of the Constitution

Section 3: The Vice Presidents shall:

- a. work closely with one or more standing committees as the President may suggest
- b. meet with members of the job categories s/he represents and confer with the president about their concerns. For clarification, it shall be understood that the transportation vice president represents bus drivers, bus attendants and mechanics; the secretary vice president represents all secretaries and clerical aides.

- c. be ex-officio members of the member rights committee.

Section 4: Recording Secretary - The Recording Secretary shall:

- a. keep accurate minutes of all of the Representative Council and General Membership meetings
- b. shall maintain the official files
- c. distribute minutes to all members within ten (10) days following the Representative Council and General Membership meetings
- d. distribute copies of all proposed amendments to the Constitution as prescribed in Article VIII of the Constitution.

Section 5: Membership Secretary - The Membership Secretary shall:

- a. serve as chairperson of the Membership Committee
- b. maintain all membership records and files
- c. work closely with the Treasurer to ensure accurate dues collection

Section 6: Treasurer - The Treasurer shall:

- a. be responsible for collection of all dues
- b. deposit all monies in a bank, in the name of the Association
- c. notify NJEA of name of bank in which Association dues are deposited
- d. hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President
- e. sign all checks along with the President
- f. report at each meeting of the Representative Council and General Membership
- g. prepare an annual financial statement which shall be distributed to all members.
- h. file the appropriate Federal and State forms
- i. transmit appropriate NJEA-NEA dues money to NJEA in a timely manner
- j. serve on the Budget Committee



- k. be bonded for such amount as may be determined by the Representative Council from time to time

Section 7: All officers shall be ex-officio delegates to the NEA-RA. Any officer who chooses not to attend the NEA-RA will be replaced through successor delegate procedures.

#### ***Article IV - Powers and Duties of the Officers***

Section 1: The officers shall:

- a. be responsible for the management of the Association
- b. authorize all expenditures within the limits of the budget
- c. by a two-thirds vote authorize the spending of money for non-budgeted items not to exceed \$150 in any one case. Disbursement 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. cause to be reported to the members its transactions and those of the Representative Council
- g. set the agenda for the Representative Council

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

Section 3: Whenever the offices of both the President and First Vice President shall become vacant between elections except as provided in Article V, Section 5 of the Constitution, the remaining officers shall choose one of their members to serve 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, active committee members and association representatives.
- g. be responsible for establishing terms and conditions of Association employees
- h. cause to be reported to the members its transactions and those of the Representative Council
- i. establish such special committees as may be necessary

Section 2: Powers not delegated to the officers or other groups in the Association shall be vested in the Representative Council.

#### *Article VI - Committees*

##### Section 1: Structure

There shall be standing committees carrying the specific functions listed below. They shall have at least three members, selected to be broadly representative of all members, appointed for overlapping terms of two years.

##### Section 2: Appointment

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

##### Section 3: Meetings

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

##### Section 4: Reports

Each committee shall select a secretary who shall keep a continuing record of activities, chairpersons shall report as necessary to the Representative Council and the General Membership and shall prepare an annual written report which shall become a part of the continuing committee record in the Association files.

## Section 5: Committee Title and Duties

- a. The Negotiations Committee shall survey the members and prepare a proposed package to be negotiated with the Board of Education by the Association's negotiating team in all areas of member welfare and general working conditions.
- b. The Member Rights 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. It shall advise the Representative Council in situations involving the defense of member rights.
- c. The Professional Concerns Committee shall serve the Association as monitor and initiator of the classroom teacher's input to positive programs of instruction for the schools. It shall serve as a representative of the members' to a school district's instructional council where such a vehicle exists by contract. The Committee shall investigate recommended changes in all district practices which would advance the professionalism of all members. It shall report its findings directly to the Representative Council.
- d. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll cash members, new employees and former non-members enrolled for the current school year. It shall communicate with members on Automatic Payroll Deduction to return by direct mail any corrections in their status or address after receiving their annual membership cards in the mail.
- e. The Public Relations Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through newspapers, radio, television and other mass media and work cooperatively with the public in civic, fraternal and social organizations.
- f. The Communications Committee shall be responsible to keep the general membership informed of Association action through flyers 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 be at the disposal of the Negotiating team. All communications shall be reviewed by the Association President.
- g. The Social Committee shall organize such social activities as may serve the needs of members and promote rapport within the Association.
- h. The Political and Legislative Committee shall have broad concern for state and national legislation affecting the interests of the Association. It shall

inform members about newly proposed and enacted legislation related to their interests, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility to vote and their right to participate in political activity.

- i. The Budget Committee shall propose to the Representative Council for action 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.
- j. The Scholarship Committee shall formulate and implement all plans for the awarding of Association scholarships. Members of the committee shall be ex officio members of the Philanthropic Fund.
- k. The Health and Safety Committee shall be responsible for monitoring physical working conditions for all members and shall work with the Member Rights Committee to ensure safe conditions.
- l. The Property and Personnel Committee shall make recommendations to the Representative Council regarding all matters relating to employment of staff and the maintenance of Association facilities.

Section 6: Each year the President shall appoint, with the approval of the Representative Council, an Audit Committee and such other special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Representative Council. No officer shall serve on the Audit Committee. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to NJEA.

### ***Article VII - Elections***

#### Section 1: Nominations

- a. Members of the Representative Council shall nominate candidates for WTEA office from the floor of the March meeting in the last year of the terms of office.
- b. Members of the Association may nominate candidates for WTEA office at a special meeting to be called in April in the last year of the terms of office. However, no member may nominate a candidate for which s/he is ineligible to vote.

Section 2: Voting

- a. The President with the approval of the Representative Council, shall appoint an Election Committee. No elected person may serve on this Committee.
- b. The committee shall make reasonable arrangements for members to vote for officers by secret ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Council.
- c. The Elections Committee shall report the results to the President, who shall cause them to be published. New officers shall be installed effective July 1.
- d. Results of the elections of officers shall be reported immediately to NJEA, NEA and the MCEA by a member of the Elections Committee

***Article VIII - Fiscal Year***

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

***Article IX - 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 Representative Council may adopt.

***Article X - Amendments***

Amendments to the Bylaws may be made by a majority vote of the Representative Council at the second of two meetings, provided after the first meeting the proposed action shall be published in the minutes. Said amendments to the Bylaws shall be operative only after ratification in the second meeting.

Approved by Representative Council  
March 23, 2004