

CONSTITUTION OF THE EDISON TOWNSHIP EDUCATION ASSOCIATION

Article I – Name and Incorporation

Section 1: The name of this organization shall be the Edison Township Education Association, hereinafter referred to as the “Association” or “ETEA”.

Section 2: It shall be incorporated as a non-profit corporation under Title 15A, Section 2-8 of New Jersey Domestic Non Profit Corporation Act.

Section 3: The Association shall apply for tax-exempt status under Internal Revenue Code 501c(5) and govern itself in a manner that will not jeopardize its tax-exempt status. The Association may apply to NJEA to be included in a group exemption letter.

NOTE: “Tax exempt status” only applies to income tax and covers money collected by an Association, i.e., dues. NJEA and its affiliate associations are labor organizations, and, as such, CANNOT be sales tax exempt.

Article II – Affiliation

The Association shall be an affiliate of the Middlesex County Education Association (MCEA), the New Jersey Education Association (NJEA), and the National Education Association (NEA).

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 such personnel policies and standards of preparation and participation as mark a profession.

Section 3: To advance the professional rights, status, and responsibilities of its members, as educators and as school employees.

Section 4: To represent its members in negotiations and grievances with the Edison Township Board of Education (hereafter referred to as the “BOE”) 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 school employees and the community.

Article IV – Membership

Section 1: Categories of Membership

Membership in the Association shall comprise a category of active members and such other categories as may be provided in the Bylaws.

Section 2: Membership Eligibility – Provisions and Limitations

- a. Membership, as provided in the Bylaws, shall be open to all employees in the Edison Township Public School District who shall agree to subscribe to the goals and objectives of the Association and to abide by its Constitution and Bylaws.
- b. Where eligible, active members of the Association shall also be members of the Middlesex County Education Association, the New Jersey Education Association and the National Education Association.
- c. The Association shall not deny membership to individuals based on race, color, national origin, creed, gender, sexual orientation, age, handicap, marital status, or economic status.

Section 3: Rights of Membership

- a. Except as otherwise provided in this Constitution or in the Bylaws, every member shall have equal rights and privileges within the Association to nominate candidates for office; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in the deliberations of, and voting upon, the business of the Association.
- b. Every member shall have the right to meet and assemble freely with other members; to express any views, arguments, or opinions; to express views at meetings upon candidates in any 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 nonpayment 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.
- d. The Constitution and Bylaws shall be made available to all members.

Section 4: Property Interest of Members

All rights, title, and interest, both legal and equitable, of a member in, and to, the property of the Association shall end upon the termination of such membership.

Section 5: Code of Ethics:

The Association, by vote of its Representative Assembly, shall establish a Code of Ethics and such other reasonable standards of conduct as members of the profession shall be expected to follow. Nothing herein shall abrogate the Associations responsibility to advocate for its members.

Article V – Officers

- Section 1: The elected officers of the Association shall consist of a President, a First Vice-President, a Second Vice-President, Vice-President Non-Certificated, a Recording Secretary, and a Treasurer.
- Section 2: Qualifications to Run for Office
- a. All candidates for officers of the Association shall be active members for at least three (3) years immediately preceding the election. All officers shall maintain active membership in the Association throughout their terms of office.
 - b. The Elections Committee shall establish the qualifications for candidates. Qualifications under consideration include, but are not limited to: Building Representative, County Representative, NJEA/NEA Delegate, Head Building Representative, Executive Board Member, or Member of a Special, or Standing Committee.
- Section 3: The officers shall be elected in accordance with the procedures set forth in the Bylaws and shall be installed into office for a term of three (3) years beginning August 1 following their election. Each officer shall remain in office through July 31 of the year in which a successor is elected, unless otherwise provided for in this Constitution.
- Section 4: 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 or neglect of duty, such officer may be removed for just cause (shown after due notice and a hearing) and by a majority vote of the members of the Association.
- Section 5: Recall Provisions
- a. Recommendations for recall can be made by a submission of petition to the Ethics committee containing the signatures of thirty percent (30%) of the membership.
 - b. The Ethics Committee shall notify in writing any officer who has been recommended for recall.
 - c. Any officer may appeal in writing to the Ethics Committee.
 - d. The Ethics Committee shall schedule due process hearings, whenever necessary, to review the recommendation of recall of an officer. The procedures for said process are as defined in the bylaws.
 - e. The report of those hearings shall be made available to the membership.
 - f. A general membership meeting shall be called two (2) 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 6: If duly elected, nothing in this Article shall be construed as precluding officers from succeeding themselves in office.

Section 7: Succession and Vacancies

Vacancies occurring by reason of death, resignation, incapacity, judgment or recall, or other disqualification (such as cessation of employment by the Edison Township School District) shall be filled as followed:

- a. A vacancy in the office of President shall be filled by the First Vice-President who shall serve until the next election. The office of First Vice-President shall then be filled by the Second Vice- President, who shall serve until the next election.
- b. A vacancy in any other office shall be filled by the President with the advice and consent of the Executive Board, who shall choose a successor to serve the remainder of the term until the next election.

Section 8: Full-Time Released President

- a. The President of the Association shall serve fulltime and shall be granted a presidential leave of absence from the BOE. The terms of this leave shall be as agreed to in the current collective bargaining agreement in force between the ETEA and the BOE. The formula for the salary of the President shall be approved by the Representative Council.
- b. The term of President will be August 1- July 31.

Article VI – Executive Board

Section 1: The Executive Board shall consist of the officers of the Association, the immediate Past President and immediate past Treasurer for one (1) term, one (1) representative each from the Special Services, Secretary, Paraprofessional/Teacher Aide, Security Officers/Attendance Investigators, Nurse units, a Parliamentarian/Sergeant of Arms, and the chairpersons of the major standing committees, as set forth in the Bylaws. If the unit is being represented by an elected position, then the unit will not have an appointed representative. In addition, there shall be one (1) at-large representative so designated as to provide for as equal as possible apportionment among elementary, middle, and high school members on the Executive Board.

Section 2: Voting membership of the Executive Board shall consist of the officers of the Association, the immediate Past President for one (1) term, a representative from Special Services, Secretary, Paraprofessional/Teacher Aide, Security Officer/Attendance Investigator, Nurses’ Units, and the At Large Representative. If the unit is being represented by an elected position, then the unit will not have an appointed representative. Parliamentarian/Sergeant of Arms and Committee Chairs may participate in discussions, but do not have voting privileges.

Article VII – Representative Council

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

Section 2: Membership

- a. The voting membership of the Representative Council shall consist of the duly elected and certified Association Representatives from each school or equivalent work location.

- b. Using the principle of one-person, one-vote, the members of the Executive Board and chairpersons of standing and special committees shall be non-voting members of the Representative Council with the exception of issues upon which they have not previously voted in Executive Board.

Section 3: Provisions

- a. In each school building or equivalent work location in the Edison Township School District, those persons who are active members of the Association shall elect, for a term of one (1) year, one (1) active member to be an Association Representative for every twenty (20) members or major fraction thereof. The election shall be in accordance with the procedures set forth in the Bylaws.
- b. The Association shall encourage ethnic minority representation on the Representative Council at least proportionate to its active ethnic minority membership.
- c. The Association shall encourage non-classroom teacher representation on the Representative Council at least proportionate to its active non-classroom teacher membership.
- d. There shall be at least one (1) representative from each building. Where more than one (1) representative is elected, one (1) shall be designated as Head Building Association Representative. Except at each High School where two (2) shall be designated as Head Building Representative.
- e. At the discretion of the Head Representative, a building (with the exception of the High Schools) may decide to have co-head reps, who will divide the responsibilities, stipend and duty free schedule equally.

Section 4: The Head Building Association Representative or designee shall call meetings of the members within their buildings to discuss Association business, appoint building committees as the Association may require along with the enrollment of members and the 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, and may receive permission to speak.

Article VIII – Amendment of Constitution and Bylaws

Section 1: Amendments to the Constitution or the Bylaws may be proposed for consideration by one or more of the following procedures:

- a. By petition signed by thirty (30%) of the active members of the Association and submitted in writing to the Recording Secretary of the Association for presentation to the Representative Council;
- b. By majority vote of the Executive Board and submitted in writing to the Recording Secretary of the Association for presentation to the Representative Council;
- c. By majority vote of the Representative Council.

Section 2: Amendment of the Constitution and Bylaws

- a. A proposed amendment to the Constitution and Bylaws shall be submitted for review to a

- committee appointed by the President. This committee shall be responsible for putting the proposed amendment in proper form and distributing copies of the proposed amendment to all active members of the Association at least fifteen days prior to its consideration.
- b. This Constitution may then be amended by a two-thirds (2/3) vote of the ballots cast by the active members of the Association voting in a regular or a special election called for this purpose.
 - c. The Bylaws may then be amended by a majority vote of the ballots cast by the active members of the Association voting in a regular or a special election called for this purpose.

Section 3: Voting on Amendments

- a. Voting on proposed amendments to the Constitution or to the Bylaws shall be by secret ballot either in hard copy or online at the discretion of the Election Committee.
- b. Unless otherwise provided, all amendments shall take effect beginning of the fiscal year following their adoption.
- c. Voting on amendments shall be presided over by the Election Committee per ETEA Bylaws, Article IX, section 9-2.

Adopted: June 1972
Revised: April 2009
Revised: January 2012
Revised: March 2020
Revised: April, 2023

BYLAWS OF THE EDISON TOWNSHIP EDUCATION ASSOCIATION

Article I – Membership and Dues

1.1: Categories

- a. There shall be three (3) categories of membership in the Association: Active Professional, Active Supportive, and Retirees.
- b. Active Professional Members. Any person (1) who is employed by the Edison Township Public School District in a professional education capacity and (2) who, if in a position which requires a certificate issued by the State Board of Examiners, holds such a certificate and (3) who is included in an employment category that is recognized by the Association to be the sole bargaining agent for that employment category, and as such may become an active professional member of this Association by payment of the annual dues. Active professional membership shall be extended to professional members on a board approved leave of absence. Active Professional Members shall have the right to vote, hold office, and receive services of the Association.
- c. Active Education Support Professional (ESP) Members. Any person (1) who is employed by the Edison Township Public School District in other than a professional education capacity and (2) who is included in an employment category that is recognized by the Association to be the sole bargaining agent for that employment category, and as such may become an active supportive member of this Association by payment of the annual dues. Active ESP membership shall be extended to ESP members on a board approved leave of absence. Active ESP Members shall have the right to vote, hold office, and receive services of the Association.
- d. Retired Members. Retired membership shall be open to any person who is eligible to receive a pension from either the Teacher’s Pension and Annuity Fund (TPAF) or the Public Employees Retirement System (PERS) and who was employed for at least five (5) years in a position that qualified that person for Active Professional or Active ESP membership, but who is no longer so employed. By payment of annual dues, retired members shall be eligible to hold appointive positions and all other rights and services, except voting rights. In addition, retired members who are active members of a standing or special committee shall have the right to vote in all related committee matters only.

1-2: Qualifications

Any person joining the Association shall agree to subscribe to its purposes as stated in Article III of the Constitution and to abide by the provisions of the Constitution and Bylaws.

1-3: Rights and Limitations

- a. The right to vote and to hold elective or appointive positions shall be limited to Active members except as otherwise provided.
- b. All members shall be eligible to receive special services, assistance in the protection of professional and civil rights, and reports and publications of the Association in accordance with the policies and procedures of the Association.

- c. Any member, whose profession or employment category changes shall be transferred to the category of membership applicable to the new position; the member shall not remain in a membership category for which the member is no longer eligible.
- d. The Association shall continue to allow Active membership to those Active members, (1) who are on a limited leave of absence from the employment described in Section 1-1 b. and c., (2) who have been laid off due to reduction in force for the remainder of the current membership year, or (3) who have been discharged for as long as a legal challenge to such discharge is pending.
- e. Members shall adhere to the ETEA *Code of Ethics*.
- f. Members who fail to adhere to any of the conditions of membership as stated in Article IV of the Constitution and in these Bylaws shall be subject to censure, suspension, or expulsion, for just cause, after due notice and hearing.

1-4: Membership Year

The membership year shall be from September 1 through August 31.

1-5: Membership Dues

- a. Dues for Active Professional members shall be no more than 0.006 of the Step A Bachelor of Arts (BA) salary guide amount.
- b. Dues for Active ESP members in the employment categories of Secretaries, Security Guards, Attendance Investigators, Registered Nurses, Licensed Practical Nurses, and Library Assistants shall be no more than 0.006 of the average of the Step 1 salary guide amounts for these employment categories.
- c. Dues for Active ESP members in the employment categories of Paraprofessionals, Library Aides, and Instructional Aides shall be no more than 0.006 of the Step 1 salary guide amount for Paraprofessionals.
- d. The actual dues amount for Active members shall be established annually by the Representative Council through the adoption of the annual budget (not to exceed the maximums referred to in Bylaw 1-5 a, b, and c.).
- e. Dues for Retired members shall be as follows: Basic, which includes all privileges outlined in Article I, Section 1-1, item d, shall be ten (\$10) dollars annually. "Active" membership shall include all privileges outlined in Article I, Section 1-1, item d and eligibility to participate in all social functions, shall be Fifty (\$50) dollars annually, or Two-Hundred (\$200) dollars for a Lifetime Active Membership.

Article II - Powers and Duties of the Officers

2-1: The President shall:

- a. be the chief executive officer of the Association and its policy leader;
- b. represent the Association as spokesperson on matters of policy, or assign, at the President's discretion, responsibility for such representation;
- c. prepare the agenda for the governing bodies of the Association and preside over all meetings of the Executive Board, Representative Council, and the general membership;
- d. appoint, except as provided in these Bylaws, all chairpersons, and members of committees with the advice and consent of the Executive Board; such chairpersons to serve at the pleasure of the President, except where a term is fixed by these Bylaws;

- e. serve as member ex-officio without a vote on all committees authorized by the governing bodies;
- f. with the Treasurer, sign all orders and checks drawn upon the Association treasury for which a voucher for payment has been submitted;
- g. assist the Treasurer in the preparation of an annual budget for the next fiscal period for submission to the governing bodies;
- h. meet regularly with the other officers of the Association;
- i. have the right to cast a deciding vote to break a tie vote of the Representative Council;
- j. supervise the daily operations of the Association office workplace, including any hired employees and be responsible for their performance review, and organize the development of terms and conditions of employment;
- k. perform the duties and functions as are customarily assumed by the chief executive officer of an association;
- l. review and approve any and all documents distributed by ETEA to the membership, e.g. newsletters, website, etc.;
- m. keep the official seal of the Association.

2-2: The First Vice-President shall:

- a. act for the President when the President is absent or unable to perform the duties of the office;
- b. advise and assist the President in matters of the Association;
- c. chair two committees, one of which may be a standing committee and be a member of a third committee.
- d. perform such other duties as are stipulated by the Constitution, these Bylaws, and by the President.

2-3: The Second Vice-President shall:

- a. assume all duties of the First Vice-President in his or her absence;
- b. advise and assist the President in matters of the Association;
- c. chair a standing or special committee and be a member of another committee;
- d. perform such other duties as are stipulated by the Constitution, these Bylaws, and by the President.

2-4: The Vice-President Non-Certificated shall:

- a. advise and assist the President in matters of the Association;
- b. chair a standing or special committee and be a member of another committee;
- c. perform such other duties as are stipulated by the Constitution, these Bylaws, and by the President.

2-5: The Recording Secretary shall:

- a. keep accurate minutes and proceedings of the meetings of the Executive Board, Representative Council, and general membership;
- b. record for distribution, minutes of meetings to all members of the Executive Board and Representative Council;
- c. maintain the official files of the Association;
- d. distribute copies of all proposed amendments to the Constitution and Bylaws as prescribed by Article VIII of the Constitution;

- e. carry on the affairs of the Association, as directed by the President and Executive Board;
- f. with the approval of the President, notify the appropriate members, as to the date, time, and place of the Executive Board, Representative Council, and General Membership meetings;
- g. perform such other duties as are stipulated by the Constitution, these Bylaws, and by the President.
- h. chair a standing or special committee and be a member of another committee.

2-6: The Treasurer shall:

- a. be the chief financial officer of the Association;
- b. receive all funds due to the Association and be responsible for their safekeeping and accounting;
- c. deposit all monies in a bank or banks, in the name of the Association;
- d. disperse the funds using a voucher system of payment, in order to satisfy the financial obligations of the Association;
- e. with the President's assistance, and the input of the Executive Board, the Representative Assembly, and other committees, shall prepare the annual budget;
- f. provide a report at each meeting of the Executive Board, Representative Council, and General Membership;
- g. prepare an annual financial statement and make said report available to all members;
- h. ensure that an accredited accounting firm, or individual, who has no ties to the Association, performs an annual audit of the finances of the Association. A copy of the audit shall become part of the permanent record of the Association and shall be made available for review. A copy shall be forwarded to NJEA;
- i. ensure that the Association is in compliance with the required accounting procedures as stated in the current Standards for Affiliation of Local Associations with NJEA
- j. shall chair the Strategic Planning and Financial Oversight committee.

Article III – Powers and Duties of the Executive Board

3-1: The Executive Board shall:

- a. be responsible for the management of the Association;
- b. authorize all expenditures within the limits of the budget;
- c. by a two-thirds vote authorize the spending of money for non-budgeted items not to exceed \$1000 in any one case. This expenditure shall be reported to the Representative Council at their next meeting;
- 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. establish such special committees as may be necessary;
- h. set the agenda for the Representative Council and all General Membership meetings.
- i. when the President is unable to perform the duties of the office, due to unforeseen circumstances, the Executive Board by a simple majority vote can transfer the powers of the President temporarily to the First Vice-President, as prescribed in Article II, Section 2-2A.

3-2: The Executive Board members representing specific units shall be required annually to:

- a. communicate on a semi-annual basis with the members of the unit they represent;

- b. attend a minimum of two (2) ETEA activities/events exclusive of the holiday party;
- c. be a member of a committee or chair a committee;
- d. attend a minimum of one (1) Board of Education meeting.

3-3: The Executive Board shall enact rules and procedures to govern the conduct of its meetings, as prescribed in Article VI, Section 6-4, 6-7 and 6-8.

Article IV – Powers and Duties of the Representative Council

4-1: The Representative Council shall:

- a. approve the budget;
- b. set the dues of the Association in accordance with Bylaw 1-5;
- c. act on reports of committees;
- d. establish the policies of the Association;
- e. adopt rules for governing the conduct of meetings that are consistent with this Constitution and Bylaws, as prescribed in Article VI, Section 6-5, 6-6, 6-7 and 6-8;
- f. by majority vote, authorize the spending of money for non-budgeted items in excess of \$1000 in any one case.

4-2: Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

Article V – Responsibilities of Head/Association Representatives

5-1: The Head Representative shall:

- a. attend all Association Representative meetings;
- b. sign up new staff members;
- c. hold monthly Association building meetings with their members;
- d. disseminate information to building members as per request of Executive Board;
- e. send agenda of meeting with the sign in sheet to the Sergeant of Arms;
- f. perform all duties as prescribed by the Constitution, Bylaws, and ETEA Policy;
- g. act as contract enforcer;
- h. protect Terms and Conditions of Employment;
- i. represent members in grievance procedures, at the building level;
- j. meet once a month with principal, and/or chief building administrator;
- k. interact with building Association Representatives;
- l. initiate the collection of PAC/PHIL monies;
- m. maintain accurate building membership records- names, addresses, phone numbers, etc.

5-2: If the Head Representative is absent or unavailable an Association Representative will perform the duties and Responsibilities of the Head Representative.

5-3: Recall of Building Association Representative and/or a Building Representative:

- a. Recommendation for recall can be made by submission of a petition to the Professional Ethics Committee containing the signatures of thirty percent (30%) of the voting members of the building.

- b. The Professional Ethics Committee shall provide for due process hearings and may recommend appropriate action.
- c. Grounds for recall may be, but not limited to, misconduct or neglect of duty.
- d. At the conclusion of the hearing, the Professional Ethics Committee will send its recommendation(s) to the Executive Board for appropriate action.
- e. Upon review of the Professional Ethics Committee's report, the Executive Board shall submit its recommendations to the Representative Assembly for action.
- f. If after a due process hearing, a two-thirds (2/3) vote of the Representative Assembly shall sustain the charge, the office shall become vacant.
- g. If a vacancy occurs in the case of the Head Building Representative or Building Representative, an election shall take place within thirty days (30) of the vacancy.
- h. The election shall be administered and certified by the Parliamentarian.

Article VI – Meetings and Quorums

6-1: Executive Board Meetings

- a. The Executive Board shall meet at least once a month September through May.
- b. The monthly meeting shall be held prior to the Representative Council meeting scheduled for that month.
- c. Special meetings may be called by the President or at the request of three members of the Executive Board.

6-2: Representative Council Meetings

- a. The Representative Council shall meet at least once a month September through June.
- b. Members of the association shall have the right to attend Representative Council meetings and express views upon recognition of the chair.
- c. Special meetings may be called by the President, or upon written request, stating the purpose of the meeting, to the Executive Board of twenty percent of the members of the Representative Council. Business to come before the special meeting shall be limited to items stated in the call.

6-3: General Membership Meetings

- a. Meetings of the membership may be called by the President, or upon written request to the Executive Board, signed by twenty-five (25%) of the members of the Association. The purpose of the meeting must be clearly stated.
- b. No business other than that for which the meeting is called may be discussed.
- c. The Secretary shall notify all members of the Association of the date, time, and place of said meeting at least three (3) business days prior to the meeting.
- d. Special meetings of the membership may be called by the President for a specific purpose: but no business other than for which the meeting is called may be transacted.

6-4: The order of business of the Executive Board meeting shall be as follows:

- a. Call to Order
- b. Approval of Minutes

- c. Correspondence
- d. Report of Treasurer
- e. Reports of Special Committees
- f. Reports of Standing Committees
- g. MCEA/NJEA Business
- h. Unfinished Business
- i. New Business
- j. Announcements
- k. Adjournment

6-5: The order of business of the Representative Council 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. MCEA/NJEA Business
- h. Unfinished Business
- i. New Business
- j. Announcements
- k. Adjournment

6-6: Quorum

- a. A majority of the voting members of the Executive Board, shall constitute a quorum for the Executive Board meetings.
- b. A quorum at a Representative Council meeting shall be those representatives present, provided that a majority of the buildings are represented.
- c. A quorum at a General Membership meeting of the Association shall consist of ten percent (10%) of the members.

6-7: Meetings shall be governed by *Roberts Rules of Order Newly Revised* for all matters on parliamentary procedure not covered by the Constitution and Bylaws of the Association.

6-8: The President shall have the right to invite to any meeting a non-member of the association whose knowledge or opinion may affect the business of the Association.

Article VII – Fiscal Policy

7-1 : The fiscal year of the Association shall begin September 1 and end August 31.

7-2 : The budget for the next fiscal year shall be presented to the Executive Board and the Representative Council at their April meetings and shall be approved at their May meeting

Article VIII – Committees

- 8-1: There shall be standing committees carrying the specific functions as listed below. They shall have at least two (2) members, selected to be broadly representative of all members.
- 8-2: Appointment
- a. The President, with the advice and consent of the Executive Board, shall appoint members of the standing and special committees and fill unexpired terms as vacancies occur.
 - b. Terms of standing committees shall be for three (3) years, coinciding with that of the officers.
- 8-3: Meetings
- a. Each standing committee shall meet according to a calendar developed by the committee itself.
 - b. A majority of the committee members shall constitute a quorum for the meeting.
 - c. The committee shall enact rules and procedures to govern the conduct of its meeting.
- 8-4: Reports
- a. Each committee shall keep a continuing record of activities.
 - b. The chairperson or designee shall report out, at the next Representative Council meeting immediately following a committee meeting.
 - c. The chairperson shall maintain a written report of activities and accomplishments, which shall become a part of the continuing committee record in the Association files.
 - d. If requested, the chairperson, or designee shall report out, at the next Executive Board meeting.
- 8-5: Standing Committee Titles and Duties
- a. Professional Rights and Responsibilities Committee (Grievance Committee as per contract) promotes and protects the legal and professional rights of members. It 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 Collective Bargaining Agreement currently in force and with policies adopted by the Association. It shall advise the Executive Board in situations involving the defense of individual rights.
 - b. Instruction and Professional Development Committee shall stimulate and review research and proven innovations in its area of interest. It shall initiate and promote appropriate programs and activities to aid members in instructional issues and their continuing professional development and standards.
 - c. Legislative Committee shall have broad concern for national, state, county and local legislation affecting the interest of the Association and its members. It shall inform members about newly proposed and enacted legislation related to their interest, promote activities leading to the passage of desirable legislation, and encourage members to exercise their responsibility to vote and their right to participate in political activity. It shall maintain a close working relationship with MCEA and NJEA in their legislative efforts and activities.

- d. Membership Committee shall promote, conduct, and maintain membership enrollment. It shall communicate with members about the programs, services, and benefits of the Association. It shall review the appropriateness of membership categories and dues amounts. It shall assist as needed with the Social Committee in the planning of the New Member Dinner program and workshop.
- e. Communications Committee shall be responsible to keep the members aware of Association actions and information through fliers, newsletters, and the Internet. It shall develop a telephone call/electronic mail 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. It 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, webpages and other mass media and work cooperatively with the public in civic, fraternal, and social organizations. The President shall review all communications.
- f. Pride Committee shall build strong community support for, and involvement in, our public schools. It shall look to NJEA to provide grants for projects that bring the public schools into the community and the community into the public schools.
- g. Scholarship Committee shall coordinate fundraising events, oversee collection of Phil Fund monies (donations) and organize selection committee for essay reading and determining recipients of scholarship awards.
- h. Health Benefits Committee shall promote and protect benefits negotiated, in accordance with the Collective Bargaining Agreement currently enforced.
- i. Social Committee shall organize such social activities as may serve the needs of the members and promote fellowship with the Association.
- j. Association Round Table Committee shall ensure positive communication between members and will allow members to discuss issues. The committee will promote consistency within buildings and within various levels of the membership. The committee will make suggestions on how to handle issues on the building level or refer any and all relevant issues to the Grievance Committee.
- k. Strategic Planning and Financial Oversight Committee shall manage the budget for the association and assist the Executive Board in the long range planning of association activities to secure the continued growth of the association. To accomplish this mission, the committee shall facilitate the effective and efficient use of association resources.
- l. Retiree Committee shall develop, with the President's advice and consent, procedures to alert and inform retired members about ETEA policy directions. The committee's purpose is to seek avenues to better understand and support those practices essential to the ETEA'S professional well being. In addition, its members will be directed to informational sources beneficial to retirees.
- m. Sick Bank Committee along with the Board of Education appointed members shall establish standards, procedures and criteria for the operation of the sick bank, in accordance with the provisions outlined in the current Collective Bargaining Agreement.

8-6: The Chairpersons of the Legislative, Membership, Professional Rights and Responsibilities, Health benefits and other committees so deemed by the President shall be members of the Executive Board.

- 8-7: Special Committees shall be created, as necessary, by the Executive Board for a single prescribed event and/or a specific purpose. Upon completion of their charges and duties, and submission of a final report to the Executive Board, the committee shall be dissolved.
- a. Negotiations – ProRelCo Committee shall survey the membership and prepare a proposed package to be negotiated with the Board of Education by the Association’s negotiating teams in all areas of member welfare, benefits, and general working conditions. There shall be separate negotiating teams for Active Professional (certified) members and for the ESP (non-certificated) members
 - b. Constitutional Review Committee shall consist of not less than five members. It shall review and make recommendations to the Representative Assembly concerning any proposed amendments to the Constitution or Bylaws.
 - c. Professional Ethics Committee shall consist of not less than five members. It shall study and recommend a Code of Ethics and such other reasonable standards of conduct as members of the profession shall be expected to follow. It shall have the power to investigate, hold hearings, and make recommendations for appropriate action in cases of unethical conduct. Nothing herein shall abrogate the Associations responsibility to advocate for its members.
 - d. Seniority Committee shall monitor the accuracy of employee recalls and movement on the seniority list.
 - e. Trending Now...Education Committee shall inform staff members as well as their communities about current trends in education that can impact students, educators and instruction. The committee works at the community level and actively conducts grassroots campaigns for educational purposes.
 - f. The Evaluation Advisory Committee shall monitor implementation of AchieveNJ. It shall track issues related to evaluation and ensure that policies and procedures are being communicated consistently and implemented effectively. Committee members shall advise other association members on the evaluation model and may work with the School Improvement Panel (ScIP) on issues related, but not limited to, mentoring, professional development, corrective action plans, and other evaluation procedures. The chairperson shall attend all meetings and disseminate information from the local District Evaluation Advisory Committee (DEAC) meeting.
 - g. The Educational Support Professional Committee shall develop the criteria for and present an achievement award honoring the ESP of the year who shows commitment to the Association, the education profession along with students and people they serve. The committee will also examine and make recommendations on active-supportive member needs, services and programs. The Educational Support Professional of the Year will be announced at the ETEA committee dinner.

Article IX – Election Committee

- 9-1: The President, with the advice and consent of the Representative Council, shall appoint an Election Committee. No officer of the Executive Board shall be a member of the election Committee.

- 9-2: The Election Committee shall set up standards and procedures for all elections, subject to such general policies that the Representative Council may adopt.
- 9-3: The Election Committee shall provide for a secret ballot, except that, in any election where there is but one candidate for any office, the Secretary of the Association shall cast one vote for that candidate and shall declare that candidate elected.

Article X – Election of Officers

10-1: Nominations of Officers

- a. The President, subject to the approval of the Representative Council, shall appoint a Nominating Committee that will name one or more candidates for President, 1st Vice-President, 2nd Vice-President, Vice-President Non-Certificated, Recording Secretary, and Treasurer. No officer or member of the Executive Board shall serve on the Nominating Committee.
- b. The Nominating Committee will provide the membership with timely notice of the positions to be filled, and of the time, place, and proper form for submitting nominations, and insure that all submitted nominations meet the qualifications for office. At the February meeting of the Representative Council, the Committee will place into nomination the names of all qualified candidates for each office.
- c. The individuals being nominated by the committee must provide a statement of intent to accept the nomination. If the statement is not submitted at the time of nomination, the nomination will not be accepted. The nomination must be seconded.
- d. All prospective candidates for any office in the ETEA are prohibited from visiting any schools or buildings and distributing campaign materials until he/she is nominated for an office at the February meeting. Also, all prospective candidates for any office in the ETEA are prohibited from visiting any school or building to “announce” that he/she is running for any office in the ETEA.
- e. After the February meeting, any candidate can visit any school or building to campaign, and must comply with the visiting procedures of that building
- f. At the March meeting of the Representative Council, members of the Representative Council may nominate other candidates from the floor, provided that a written statement of intent to accept the nomination is presented by the candidate at this time. If the statement is not submitted at the time of nomination, the nomination will not be accepted. The nomination must be seconded.
- g. No individual may accept a nomination for more than one office.

10-2: Balloting Procedures

- a. At the close of the March Representative Council meeting, the candidates or their designee will draw ballot positions for contested offices. The Election Committee will draw ballot position in the absence of any candidate.
- b. The Election Committee shall tabulate all returned ballots at the ETEA office at 4:15 pm on May 15 or the first Monday after if May 15 occurs on a weekend.
- c. A candidate shall be declared elected provided that the candidate received a majority of the votes cast. If no candidate receives a majority of the votes cast, a runoff election shall be held within fifteen (15) days between the two (2) candidates receiving the greatest number of votes. In case of ties for first or second place, all candidates involved in the tie shall be eligible for the runoff election.

Article XI – Head Building Association Representatives

- 11-1. Procedures for Head Building Representative (s) and Association Representatives
- a. An election by secret ballot shall be held within each building or work location no later than May 20th to elect the entitled number of Association Representatives as prescribed in the Constitution.
 - b. The election of Head Building and Association Representatives shall be in accordance with the procedures as adopted by the Election Committee as stated in Article IX; 9-2.
 - c. Any active member in good standing shall be eligible to run for Association Representative.
 - d. If a member is elected as a building Association Representative and then because of district needs is transferred, he/she will become an Association Representative at their new assignment. However, he/she cannot assume the Head Representative position.

Article XII – NEA Representative Assembly

- 12-1. Procedures for electing delegates to the NEA Representative Assembly and the MCEA Representative Council shall be in accordance with the rules and procedures as outlined by the NEA, NJEA and MCEA.

Adopted June 1972
Revised: April 2009
Revised: February 2013
Revised: September 2016
Revised: September 2017
Revised: March 2020
Revised: April, 2023