



Constitution of Hudson County Community College Academic Administrative Association

ARTICLE I – NAME AND INCORPORATION

- Section 1: The name of this organization shall be Hudson County Community College Academic Administrative Association, hereafter referred to as the Association.
- Section 2: It is incorporated as a non-profit corporation under Title 15, Section 1-12 of Revised Statutes of the State of New Jersey.

ARTICLE II – AFFILIATION

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

ARTICLE III – PURPOSE

- 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 professional rights and status and responsibilities of its members as educators.
- Section 4: To represent its members and other employees in negotiations and grievances with the Board of Trustees 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 educator and the community.



ARTICLE IV – MEMBERSHIP

Section 1: Active membership in the Association shall be open to any person employed who holds a non-instructional position requiring a bachelor's degree or higher. See below for a sample listing:

Associate Dean, Assistant Dean, Director, Assistant Director, Associate Director, Recruiter, Counselor, Registrar, Assistant Registrar, Manager, Librarian.

Section 2: 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 3: 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; except that in voting on contract ratification only active members in the appropriate unit of representation shall have the right to vote.
- b. Every member shall have the right to meet and assemble fully with other members; to express their views 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 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.



ARTICLE V – OFFICERS

- Section 1: The officers of the Association shall consist of a president, a vice-president, a secretary, a treasurer, and a parliamentarian.
- Section 2: The officers shall be elected at the October general meeting and be installed in four (4) years.
- Section 3: Officers of the Association shall serve terms as defined in the by-laws. An officer may be removed for cause when, after notice and a hearing, such step has been determined by the majority of the membership after a special 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 a vacancy in the office of the President, the Vice President shall become President and serve until a special election shall be held to fill the vacancy.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee shall consist of:

- a. The officers of the Association
- b. The Negotiating Committee
- c. The immediate past president who shall also serve on the Negotiating Committee at the discretion of the membership

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 all members of the Association.
- c. The active members of the Association, by a majority vote, have recommended the amendments for consideration.
- d. Notice of the meeting for the purpose of above “c” has been distributed at least two (2) weeks in advance of said meeting.



By-Laws of Hudson County Community College Academic Administrative Association

Article I – Meetings

Section I: Executive Committee

The Executive Committee shall meet at the call of the President, or at the request of any three members of the Committee.

Section 2: General Membership

- a. The Executive Committee shall arrange at least four (4) meetings of the members each year.
- b. Special meetings of the membership may be called by the President, or upon request of one-quarter of the members, for a specific purpose; but no other business may be transacted but that for which the meeting has been called.
- c. 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 or regular General Membership meeting shall be as follows:

- a. Call to Order
- b. Approval of Minutes
- c. Correspondence
- d. Report of Treasurer
- e. Reports of Standing Committee
- f. Reports of Special Committee
- g. Old Business
- h. New Business
- i. Adjournment



Article II – Quorum

- Section 1: A majority of the Executive Committee members shall constitute a quorum for the Executive Committee meetings.
- Section 2: Half of the members in good standing 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 Executive Committee and General Membership.
 - b. Appoint the chairperson and members of all standing committees and special committee with the approval of the Executive Committee not otherwise provided for in the Constitution and bylaws.
 - c. Be ex-officio a member of all committees.
 - d. Serve as signatory along with the Treasurer and Vice-President, when necessary, on documents and checks that may be appropriate and necessary to the functioning of the Union.
 - 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: Vice President – The Vice President shall:
- a. Assume all duties of the President in his or her absence and work closely with one or more standing committee as the President may suggest.
 - b. Become President whenever the presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.
 - c. Be an ex-officio member of the Negotiations and Grievance Committee.
 - d. Serve as signatory along with the President and the Treasurer, when necessary for the functioning of the Union.



Section 3: Recording Secretary – The Recording Secretary shall:

- a. Keep accurate minutes of all of the Executive Committee, Representative Council and General Membership meetings, or as requested by members in good standing.
- b. Maintain the official files.
- c. Distribute copies of the Minutes to all members at Executive Committee Meetings, General Membership Meetings, or as requested by members in good standing.
- d. Distribute copies of all proposed amendments to the Constitution as prescribed in Article VII of the Constitution.

Section 4: Treasurer – The Treasurer shall:

- a. Distribute information at Executive Committee Meetings and General Membership Meetings on the state of the Union treasury.
- b. Keep records of Union funds.
- c. Hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President.
- d. Be signatory for checks along with the President and the Vice President.
- e. Report at each meeting of the Executive Committee and General Membership.
- f. Prepare an annual financial statement which shall be distributed to all members.
- g. Served on the Budget Committee.

Section 5: Parliamentarian – The Parliamentarian shall:

- a. Ensure that meetings are conducted according to Roberts Rules of Order.
- b. Ensure that all voting is conducted according to proper procedure.
- c. Be responsible for the implementation of changes to the text of the Constitution and By-Laws.



ARTICLE IV – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- Section 1: The Executive Committee shall:
- Be responsible for the management of the Association.
 - Authorize all expenditures within the limits of the budget.
 - By a two-thirds vote, authorize the spending of money for non-budgeted items.
 - Propose policies for consideration by the Executive Committee.
 - Execute policies established by the Executive Committee.
 - As necessary, report to the members transactions of the Executive Committee.
 - Establish such special committee as may be necessary
 - Set the agenda for all General Membership meetings.
- Section 2: In the event of a vacancy in the office of the President, the Vice President shall become President and serve until the next annual election.
- Section 3: Whenever the offices of both the President and Vice President shall become vacant between elections except as provided in Article V, Section 5 of the Constitution, the remaining members of the Executive Committee shall choose one of their members to serve as President *pro tempore* until the General Membership can fill the vacancies.

ARTICLE V – COMMITTEE

- Section 1: **Structure**
- There shall be standing committees carrying the specific functions listed below. They shall at least three (3) members, selected to be broadly representative of all members, appointed for terms of one (1) year.
- Section 2: **Appointment**
- The President, with the advice and consent of the Executive Committee, shall appoint members of the standing Committee at the regular meeting in November 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 Executive Committee and shall prepare an annual written report which shall become a part of the continuing committee record in the Association file.

Section 5: **Committee Titles and Duties**

- a. **The Negotiations Committee** shall survey the members and prepare a proposed package to be negotiated with the Board of Trustees by the Association's negotiation team in all areas of member welfare and general working conditions.
- b. **The Professional Rights and Responsibilities 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 Executive Committee in situations involving the defense of individual rights.
- c. **The Social Committee** shall organize such social activities as may serve the needs of members and promote rapport within the Association.
- d. **The 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.
- e. **The Budget Committee** shall propose a budget for the Association to the membership 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.

Section 6: **Special Committees**

Each year the President shall appoint, with the approval of the Executive Committee, 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 Executive Committee. 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 VI – ELECTIONS

Section 1: Nominations

- a. The President, subject to approval by the General Membership at its August meeting, shall appoint a Nominating Committee, which will name one or more candidates for President, Vice-President, Secretary, Treasurer, and Parliamentarian. The Committee will consist of three (3) members appointed by the President and two (2) by the General Membership. The Committee shall prepare a list of names of candidates and presented to the Executive Committee and General Membership at least five (5) days before the election. Candidates may be nominated from the floor at the general election meeting.
- b. The Nominating Committee shall present all nominations to the general membership at its September meeting. Any member of the Association may nominate other candidates from the floor.

Section 2: Voting

At the October general meeting members shall vote for officers by secret ballot. Results of elections of officers shall be reported immediately to the general membership, NJEA, NEA and the County Association by the incoming President.

ARTICLE VII – FISCAL YEAR

The fiscal year of the Association shall begin July 1 and end June 30.

ARTICLE VIII – AUTHORITY

The most recent edition of Robert’s Rules of Order shall be the parliamentary authority for the Association all questions no covered by the Constitution and By-laws and such standing rules as the Executive Committee may adopt.

ARTICLE IX – AMENDMENTS

Amendments to the By-laws 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 each amendment has been previously called for this purpose, provided that each amendment has been previously introduced at a regular meeting of the General Membership at least two (2) calendar weeks in advance of the election.