



**CONSTITUTION OF THE
CUMBERLAND COUNTY COUNCIL OF
EDUCATIONAL ASSOCIATIONS, INC.**

Table of Contents

Article I. - Name	3
Article III. - Membership	3
Article IV. - Officers and Trustees	4
Article V. - Representative Council	6
Article VI. - Executive Committee	7
Article VII. - Nominations and Elections	7
Article VIII. - Committees	8
Article IX. - Quorum	8
Article X. - Fiscal Year	8
Article XI. - Authority	8
Article XII. - Affiliation	8
Article XIII. - Amendments	8

CONSTITUTION OF THE CUMBERLAND COUNTY COUNCIL OF EDUCATIONAL ASSOCIATIONS, INC.

Article I. - Name

The name of this organization shall be the Cumberland County Council of Educational Associations, Incorporated. It shall be incorporated as a non-profit corporation under the authority of Title 15, Sections 1-12 of the Revised Statutes of the State of New Jersey.

Article II. - Purposes

The purposes of this Council shall be

Section 1. To promote within Cumberland County, New Jersey, top quality teaching practices, including the welfare of students; the advancement of education; and the improvement of instructional opportunities for all.

Section 2. To encourage membership in all professional teacher associations including local membership and membership in the CCCEA, the New Jersey Education Association and the National Education Association.

Section 3. To act as a clearing house and as a liaison agency for all professional teacher organizations.

Section 4. To cooperate with Parent-Teacher-Student Organizations having educational objectives.

Section 5. To aid in interpreting to the public the problems, functions and the steady progress of the public schools in Cumberland County, New Jersey.

Article III. - Membership

Membership in the Council shall be

Section 1. ACTIVE MEMBERSHIP: All public school educators in Cumberland County holding appropriate certificates issued by the New Jersey State Board of Examiners may be active members upon payment of the annual unified membership dues, as specified in the bylaws.

Section 2. ACTIVE SUPPORTIVE MEMBERSHIP: All public school supportive staff in Cumberland County, including but not limited to: educational secretaries, cafeteria staff, custodial staff, school bus drivers and classroom aides may be active supportive members upon payment of the annual unified membership dues, as specified in the bylaws.

Section 3. RIGHTS OF MEMBERSHIP:

Sub-section A. Every active member or active supportive member shall have the equal rights and privileges within the council to nominate candidates for office; to vote in elections or on referenda of the council; to attend membership meetings; to participate in the deliberations and voting upon the business of such meetings. Each member shall be guaranteed the one-person-one-vote.

Sub-section B. Each active member and active supportive member shall have the equal right to all special services offered by the council.

Sub-section 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 before the Executive Committee.

Article IV. - Officers and Trustees

Section 1.OFFICERS AND TRUSTEES: The officers and trustees of the Council shall be the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. The elected officers shall act as Trustees of the non-profit corporation under the laws of the State of New Jersey.

Section 2.ELIGIBILITY FOR OFFICE: To be an officer of the CCCEA, a member of the Representative Council or any committee, a candidate must be an active member or an active supportive member in good standing of the local association of which he/she is eligible to be a member, the CCCEA,the NJEA and the NEA as specified in Article III, Section 1 and/or 2.

Section 3.DUTIES OF THE OFFICERS AND TRUSTEES

Sub-section A.THE PRESIDENT SHALL:

1. Preside over meetings.
2. Set up agendas for the Representative Council meetings with the approval of the Executive Committee.
3. Should outline the general work of each committee with its chairperson and supply or suggest sources of materials each year.
4. Plan the County affiliate's objectives, programs, and meetings in cooperation with other officers and Executive Committee members and/or Council Representatives.
5. Recruit and develop new leaders among affiliate members.
6. Exercise general supervision of the budget.
7. Serve as chief spokesperson for the County affiliate to the public and the press, assisted by the Executive Committee.
8. Understand and promote programs sponsored by NJEA and NEA.
9. Serve as a clearinghouse for all essential information:to disperse new NJEA-NEA materials to disperse mail to appropriate committee chairpersons.
10. To coordinate long-range planning for County programs, goals and activities.
11. To coordinate an election of County Cluster Delegates to the NEA/RA and to determine cost of funding said delegates for locals and County.

Sub-section B. THE FIRST VICE PRESIDENT SHALL:

1. In the absence of the president, perform all the duties and enjoy all the privileges to the office of president.
2. Set up County workshops for the year (place, date, topic).
3. Organize the Spring Awards and Retirement Dinner (place, date, gift, cost) with the Second Vice President.
4. Notify members of above scheduled events.

Sub-section C. THE SECOND VICE PRESIDENT SHALL:

1. In the absence of the president and the first vice president, perform all the duties and enjoy all the privileges of the office of president.
2. Promote all CCCEA social activities relating to State and Federal legislators and/or legislation as directed by the Executive Committee.
3. Organize County sponsored functions at the NJEA Convention (ex: Booth, Hospitality Suite, etc.).
4. To assist the Representative Council Legislative Chairperson in organizing the Legislative Dinner (date, place and cost).
5. Organize the Spring Awards and Retirement Dinner (place, date, gift, cost) with the First Vice President.
6. Notify members of above scheduled events.

Sub-section D. THE TREASURER SHALL:

1. Receive all the income of the county affiliate.
2. Bank all funds to the credit of the affiliate.
3. Pay such funds on orders signed by himself and/or the president.
4. Keep an itemized record of all receipts and expenditures.
5. Maintain records and file reports needed to maintain appropriate status of incorporation and Internal Revenue Service.
6. Make such reports as may be required by the Constitution and Bylaws or by order of the president.
7. Prepare an annual report for the affiliate.
8. Present for audit all necessary records to the proper person.
9. Assist the other officers in preparing the budget for the coming year.
10. Work with the Membership Committee.
11. Work to recruit and maintain membership.
12. Be responsible for all dues money received.

Sub-section E. THE RECORDING SECRETARY SHALL:

1. Accurately reflect action in the meeting by getting to the heart of each pertinent discussion.
2. Keep a permanent minute book and make the minutes and records available to members upon request.
3. Keep record of the affiliate treasurer's reports, an up-to-date copy of the constitution and bylaws.
4. Keep copies of all committee and miscellaneous reports.
5. Preside over meetings in the absence of the president and vice-presidents, and to continue to serve until those present have named a chairperson pro tem.

Sub-section F. THE CORRESPONDING SECRETARY SHALL:

1. Notify officers, committees and others of meetings (time and place).
2. Certify with the County president the names of all persons chosen to serve as delegates from the County affiliate to annual meetings including the NEA Convention.
 - a. Notify locals in clusters of representation and cost (funding) for each representative.
 - b. Notify all County delegates to NEA/RA of County Caucus.
 - c. Present the treasurer with the list of allocations to be received from each County Cluster Local.
3. To compile list of Representative Council members with names, addresses and phone numbers.
4. Keep a systematic method of filing.
 - a. Letters received
 - b. Copies of letters sent
 - c. A list of all committee members with addresses and telephone numbers included.
5. Send out notices of affiliate meetings to officers and Council members.
6. Carry on the correspondence of the affiliate, that is, correspondence which is not a function proper to other officers.
7. To inform each chairperson of each committee of his appointment and responsibilities to be carried out in the course of the year.
8. Keep the affiliate's official membership list.

Section 4. TERMS OF OFFICE

Sub-section A. The President, First Vice-President and Treasurer shall be elected in even-numbered years to serve terms of two years. The president may succeed herself to the office once. The Second Vice-President, Recording Secretary and Corresponding Secretary shall be elected in odd numbered years to serve terms of two years.

Sub-section B. Newly elected officers shall take office on September 1 of the year in which they are elected.

Section 5. VACANCIES

Sub-section A. The president shall fill all vacancies, with the approval of the Representative Council, until the following annual election.

Sub-section B. The NJEA President shall fill, until the following annual election, vacancies in county-state elective positions, after consultation with elected representatives of the CCCEA.

Section 6. SERVICE OF TERMS: Officers of the Council shall serve their terms so long as they satisfactorily perform the duties of their offices. When an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing before the Executive Committee).

Sub-section A. Recommendation for recall can be made by the submission of a petition containing signatures of 30% of the membership of the CCCEA to the Executive Committee.

Sub-section B. The Executive Committee shall notify in writing any officer who has been recommended for recall.

Sub-section C. Any officer may appeal in writing to the Executive Committee.

Sub-section D. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of any officer.

Section 7. TRUSTEES: The elected officers of the CCCEA in addition to the duties as specified in Article IV, Section 3, Sub-sections A through F shall serve as the trustees of the non-profit corporation named in Article 1.

Article V. - Representative Council

Section 1. MEMBERSHIP: Representatives shall be chosen from each local affiliate. The following scale of membership shall be used to determine the number of representatives from each local, based on the January report of the NJEA Membership Committee:

SCALE OF MEMBERSHIP OF CCCEA REPRESENTATIVE COUNCIL

- Each 1 to 50 local members shall have 1 representative
- Each 51 to 100 local members shall have 2 representatives
- Each 101 to 200 local members shall have 3 representatives
- Each 201 to 300 local members shall have 4 representatives
- Each 301 to 400 local members shall have 5 representatives
- Each 401 to 500 local members shall have 6 representatives
- Each 501 to 600 local members shall have 7 representatives
- Each 601 to 700 local members shall have 8 representatives
- Each 701 to 800 local members shall have 9 representatives

Continue this ratio as membership in local associations increases. In addition to local affiliate representation, the Representative Council shall consist of the CCCEA Executive Committee and there shall be two at large members as follows:

A. One representative elected by the unified membership from the County Superintendent's Office - Department of Education.

B. One non-voting representative from the Cumberland County Retired Educators Association.

Section 2. ETHNIC MINORITY GUARANTEES: The Council shall guarantee ethnic minority representation, whenever possible, on the Representative Council at least proportionate to its active ethnic minority membership.

Section 3. TERMS OF OFFICE: Members of the Representative Council shall serve for terms of one year.

Section 4. MEETINGS:The Representative Council shall meet to transact business of the Council at the call of the president at least six (6) times per year (September 1 - August 31).

Section 5. DUTIES OF THE REPRESENTATIVE COUNCIL: The Representative Council shall fix and determine the policies of the CCCEA; shall approve the budget; set the dues for the Council; shall receive and act on reports of committees; shall adopt rules for governing the conduct of meetings as are consistent with this Constitution and the attached Bylaws, and shall be the final judge of qualifications and elections of officers, committee members and other personnel of the Council.

Article VI. - Executive Committee

Section 1. MEMBERSHIP: There shall be an Executive Committee consisting of the officers of the Council, the NJEA Executive Committee member, the immediate past president of the CCCEA, and the NJEA Delegate Assembly members and alternates.

Section 2. MEETINGS: The Executive Committee shall meet when necessary prior to the Representative Council to plan agenda, recommend policies to the Representative Council, and shall act on behalf of the Council between the June and September meetings of the Representative Council.

Article VII. - Nominations and Elections

Section 1. The Representative Council shall act as a Nominating Committee for the CCCEA offices specified in Article IV, Section 1 at their January meeting and shall at that time nominate candidates for the offices which will become vacant in that year, as specified in Article IV, Section 4, Sub-section A, and for such unexpired terms as shall exist. Additional nominations for any CCCEA office specified in Article IV, Section 1, may be made by petition, signed by at least twenty-five (25) members and submitted to the Recording Secretary on or before the date set forth by the NJEA Elections Committee as a deadline for receipt of petitions for NJEA, county and other unit office.

Section 2. The election of all county officers, with all pertinent information regarding elections and candidates shall be published in the COURIER, the official newsletter of the Council at least three weeks prior to the election. If only one candidate is nominated for any office the Recording Secretary shall cast a unanimous ballot. In case of contest, voting shall be done by mail ballot. The names of competing candidates shall be submitted to NJEA for printing on the standard NJEA ballot, along with those of the NJEA Delegate Assembly members, Delegate Assembly alternates, NJEA Executive Committee member and NEA Representative Assembly state delegates and successor delegates to the NEA Convention, and in accordance with NJEA rules; in lieu thereof a mail ballot election shall be conducted by the Elections Committee subject to such general policies as may be established by the Representative Council.

Section 3. The nomination and election of NJEA Executive Committee member and Delegate Assembly members and Delegate Assembly alternates, NEA Representative Assembly, state delegates and successor delegates shall be made in accordance with rules established by NJEA. Membership of the NJEA Executive Committee and the Delegate Assembly shall be set by the NJEA rules.

Section 4. The election of CCCEA Representative Council members shall be left to the discretion of the local affiliate which they are to represent, subject to NJEA affiliation standards. They shall be duly elected prior to May 30 of each year. The names shall be forwarded to the President of CCCEA immediately after election. It is recommended that the president of each of the affiliated local associations head the delegation from the local to the CCCEA Representative Council.

Article VIII. - Committees

There shall be standing committees, as authorized by the Bylaws. Special committees shall be appointed by the president with the advice and consent of the Representative Council. At least one member of each standing committee shall be chosen from the Representative Council. Chairpersons of all committees shall report to the president all transacted committee business. The county members that serve on NJEA and NEA Standing Committees shall report to the County Representative Council Meetings with an oral or written report.

Article IX. - Quorum

A quorum for the Representative Council, Executive Committee, and all standing and special committees shall consist of those members present and voting, provided written notice of such meetings has been given ten days prior to the meeting to all members. In cases of emergency, notice by telephone, at least twenty-four hours shall be required.

Article X. - Fiscal Year

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

Article XI. - Authority

The most recent edition of Robert's Rules of Order shall be the parliamentary authority for the Council on all questions not covered by the Constitution and Bylaws, and other such standing rules as the Representative Council may adopt.

Article XII. - Affiliation

The Council of Educational Associations shall be affiliated with the New Jersey Education Association and the National Education Association.

Article XIII. - Amendments

Section 1. This Constitution may be amended by a two-thirds vote of the CCCEA Representative Council.

Section 2. Amendments shall be presented in writing, to each member of the Representative Council at a regular Representative Council meeting or by mail prior to a first reading.

Section 3. Notice of amendments shall be mailed to the Presidents of all affiliated local associations.

Section 4. Voting shall be scheduled at the next regular meeting of the Representative Council, immediately following a second reading.