

NEW JERSEY MIDDLE SCHOOL ASSOCIATION

BY LAWS

Article I - Membership Dues

Section 1. The dues for person's eligible for membership in the Association shall be set under such standards and procedures as may be established by the Executive Board at a regularly scheduled meeting.

Article II - Fiscal Year and Membership

Section 1. The fiscal year and anniversary date of enrollment of this association shall be from July 1 of any given year and continue through June 30 of the succeeding year.

Article III - Elections

Section 1. The Executive Board shall appoint a nominating committee which will include the Past President (Chairperson) and 3 members who represent each of three regions. Elections will be held at the annual Middle School Conference. The slates will be publicized prior to the Conference. Nominations will be accepted from the floor for any position. Ballots will be counted by a Board of Tellers appointed by the Executive Board. Nominees receiving the highest number of votes shall be declared elected.

Section 2. The terms of office shall begin on July 1 following the annual meeting and election.

Article IV - Duties of Officers

Section 1. The President of the Association shall call meetings, preside at all sessions of the association, enforce the constitution, appoint chairs and members to the standing committees, authorize the payment of bills by the Treasurer, and perform all other customary duties of the office.

The President-Elect shall fulfill the duties and responsibilities of the President in his or her absence or if a vacancy occurs. He or she shall insure that the Constitution is maintained to reflect current organizational status, move for revisions as necessary, and provide copies of the constitution to all members. The President-Elect shall function as Parliamentarian at all executive board and general meetings. In conjunction with the Treasurer, the President-Elect shall prepare the annual budget for consideration at the March Executive Board meeting and adoption at the April Executive Board meeting.

The Director of Professional Development shall serve as the chairperson of the Annual Conference and supervise any other state conference conducted. He or she shall be responsible for the development and coordination of a statewide calendar of state and regional conferences, workshops, and meetings. In the absence of the President and the President-Elect, the Director of Professional Development shall conduct the Executive Board meeting.

The Past President shall serve in an advisory capacity, chair the nominating committee, give such assistance or assume such tasks as requested by the President, and serve as the liaison representative to other State organizations.

The Secretary shall maintain a record of the proceedings of all meetings, and carry on correspondence of the Association.

The Treasurer shall receive and keep an accurate account of all funds belonging to the Association, and pay all orders signed by the President. Expenditures, not budgeted, over seventy-five dollars (\$75.00) shall be approved by the Executive Board. A financial statement is to be prepared and presented at the annual meeting and at each NJMSA Executive Board meeting. In conjunction with the President-Elect, the Treasurer shall prepare a budget for consideration at the March Executive Board meeting and adoption at the April Executive Board Meeting.

Regional Directors shall serve on the Executive Board, establish liaisons with a representative of each county in the region, initiate and organize a minimum of one regional conference annually. With the approval of the Executive Board, the activities and conferences, assist the state membership chairperson in recruitment; coordinate with the Vice President the state NJMSA calendar. The Regional Director shall assist the newsletter editor in soliciting articles for the publication.

The County Representative shall assist the Regional Director with the organization and implementation of a minimum of one regional Conference annually by attending the planning meeting, handling his or her county's publicity, and providing on-site assistance. The County Representative shall communicate with the Regional Director and promote membership within the county. He or she shall publicize and promote attendance at the annual conference. He or she will also attempt to establish a building contact at each school in the respective County.

Section 2. The Executive Board shall be composed of the Past President, President, President-Elect, Secretary, Treasurer, 3 Regional Directors, Director of Professional Development, Director of Membership, Director of Public Relations, Collegiate Liaison, and members of the Country Representatives and shall meet monthly, September through June and at other times mutually agreed upon by the members of the board.

Article V - Quorum

Section 1. The voting members present at any meeting of voting members shall constitute a quorum for such meeting. The affirmative vote or a majority of the voting members present at a meeting duly held shall be necessary for the authorization or taking of any action voted upon by the members.

Article VI - Committees

Section 1. Standing and special committees shall be appointed by the President. The President and President-elect shall be ex-officio members of all committees except the Nomination Committee. The Executive Board shall provide guidance and assistance in the development of committee activities.

Article VII - Expenditures

Section 1. The funds of the Association shall be disbursed in accordance with annual budgets as approved. The Executive Board shall have the power to transfer unused balances from one item to another. The Treasurer shall receive and disburse the funds of the Association and together with the Executive Board shall make an annual accounting to the Association. No more than \$75.00 may be expended without the approval of the Executive Board.

Article VIII - Amendment

Section 1. The by-laws may be amended by either of the following procedures:

- A. Upon approval (1) by a majority of the Executive Board or (2) by two-thirds of the members of the Association present at the annual meeting or by a ballot election of the voting members. The ballots postmarked within thirty (30) days after mailing constitute a quorum. A two-thirds vote of the ballots returned is required for passage. This includes ballots be electronic means.

Article IX - Parliamentary Procedures

Section 1. Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise specified in the Constitution or these By-Laws.

NEW JERSEY MIDDLE SCHOOL ASSOCIATION

Constitution

DIGEST

Duties of Officers

PRESIDENT:	calls meetings presides at all sessions enforces the constitution appoints chairs and members to the standing committees authorizes payment of bills performs all other customary duties
PRESIDENT-ELECT	fulfill duties and responsibilities of President in his/her absence Insures that Constitution is maintained Provides copies of Constitution to all members shall function as Parliamentarian with Treasurer prepares annual budget for March meeting
PAST PRESIDENT	serves in advisory capacity chairs nominating committee liaison representative to other State organizations
SECRETARY	maintains record of proceedings of all meetings carries on Association correspondence
TREASURER	keeps accurate account of all funds pays all orders signed by President prepares financial statements for Board meetings and annual meetings prepares annual budget with President-Elect for March meeting
REGIONAL DIRECTORS	establishes liaisons with a representative of each county in the region Initiates and organizes a minimum of three (3) county representative meetings annually Holds a minimum of one regional conference annually Assists the state membership chairperson in recruitment Coordinates state NJMSA calendar with Vice President Solicits articles for publication

COUNTY REPRESENTATIVES

assists Regional Director with
Regional Conference
handles county's publicity
promotes membership within county
publicizes and promotes attendance
at annual conferences
establishes a building contact at
each school in the County

BUILDING REPRESENTATIVE

assists County representative
Disseminates and/or posts pertinent
NJMSA information

DIRECTOR OF PROFESSIONAL
DEVELOPMENT

chairman of Annual Conference
develops and coordinates calendar
of state and regional conferences,
workshops and meetings
engages Universities in dialogue
regarding middle school teacher
preparation
Coordinates with groups and
agencies interested in educational
improvements at the middle level
establishes a speaker's bureau
establishes a middle level academy

DIRECTOR OF MEMBERSHIP

Maintains database of membership
Keeps track of membership renewal
dates
Secures rewards for membership
Prepares membership cards

DIRECTOR OF PUBLIC RELATIONS

Prepares all documents for
dissemination to members and public
Monitors website
Disseminates and/or posts pertinent
NJMSA information
Informs local media of special
events

COLLEGIATE LIAISON

assists with partnerships with
Higher Education Schools
Helps coordinate workshops at
higher education schools

NJDOE LIAISON

liaison for NJ Schools To Watch
assist with presenters for
workshops

EXECUTIVE ASSISTANT

Maintains database
Assists with Annual Conference
Keeps all records and NJMSA
documents