



**NEW JERSEY COUNCIL OF PROFESSORS OF EDUCATIONAL
ADMINISTRATION (NJCPEA)**

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the New Jersey Council of Professors of Educational Administration (hereafter NJPEA). NJCPEA is organized exclusively for educational purposes and operates within the meaning of section 501 [c] (3) of the Internal Revenue Code (or any corresponding section of any future federal tax code).

ARTICLE II – PURPOSE

The purpose of NJCPEA is to promote the improvement and advancement of educational leadership by:

1. Helping members become more effective in their role as professors of educational administration.
2. Encouraging research, investigation, and dissemination of the research results.
3. Fostering positive relationships with state and national educational organizations.

ARTICLE III – MEMBERSHIP

Any person involved in the provision of educational leadership programs who supports the purposes of NJCPEA shall be eligible for membership and all privileges by paying annual dues.

ARTICLE IV – LEADERSHIP

SECTION 1. The leadership of NJCPEA shall be composed of an executive board of nine members, including co-presidents, co-presidents-elect, one volunteering past president and four regular members.

SECTION 2. The co-presidents-elect shall be elected for a term of one year by the Executive Board from among the two board members in the second year of the three-year term. The following year the co-presidents-elect become co-presidents for a term of one year.

SECTION 3. The volunteering immediate past president shall assist the co-presidents as requested by the co-presidents and shall be parliamentarian for the Executive Board.

SECTION 4. The Executive Board will designate one member of the board to serve as Secretary/Treasurer who will be responsible maintaining the organizational accounts and financial records and for maintaining records of the organization including minutes, correspondence, and membership lists.

ARTICLE V – EXECUTIVE BOARD

SECTION 1. The Executive Board shall be the governing body of NJCPEA.

SECTION 2. The Executive Board shall consist of nine voting members including one volunteering immediate past president, the co-presidents and co-presidents-elect, and four other board members.

SECTION 3. Board members will be elected for terms of three years, so that two members are selected each year. The first year the Constitution goes into effect, elected members will draw lots for terms of one, two, or three years.

SECTION 4. The Executive Board shall: (a) formulate and approve activities for NJCPEA including planning meetings; (b) develop the annual budget; (c) conduct an annual audit at the end of the fiscal year; (d) have power to fill vacancies in office until the next election; (d) establish task groups to assure the fulfillment of the purpose of the unit.

SECTION 5. To be eligible for office a candidate shall have been a member for at least one year and be an active member of NJPEA at the time of election.

ARTICLE VI – COMMITTEES

SECTION 1. Standing committees shall be established by the Executive Board on an as needed basis to fulfill the purpose of the organization.

SECTION 2. Other committees may be appointed by the co-presidents on an *ad hoc* basis for designated purposes for the term of the co-presidents making the appointment.

ARTICLE VII – POWERS CLAUSE

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its officers, directors, members, or other private persons, unless the organization is authorized and empowered by a change in the NJCPEA By-Laws to pay reasonable compensation for services rendered, however, individuals may be reimbursed for reasonable costs approved by the Executive Board. No substantial part of the activities of the organization shall be the carrying on of political activities, and the organization shall not contribute to PACs, political parties, or candidates for public office. The organization will not make any contributions that are described in Section 170 [c] (2) of the Internal Revenue Code (or any corresponding section of any future Federal tax code).

ARTICLE VIII – DISSOLUTION OF THE ORGANIZATION

If the organization (NJCPEA) should decide to discontinue its activities, the assets of the organization shall be distributed for one or more exempt purposes with the meaning of Section 502 [c] (3) of the Internal Revenue Code, i.e. charitable, educational, scientific, or corresponding to any future section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. If the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the organization shall be distributed to a fund, a foundation or corporation organized and operated exclusively for the purposes specified in the above referenced section of the Internal Revenue Code (or corresponding section of any future Federal tax code).

ARTICLE IX – AMENDMENTS

The Constitution may be amended in the same manner as the By – Laws.

BY –LAWS

SECTION I – MEMBERSHIP DUES

Persons wishing to join NJCPEA will be assessed annual dues as determined by the membership.

SECTION II – MEMBERSHIP YEAR

The period of membership for each person who joins NJCPEA will begin September 1 of any given year, and continue through August 31 of the succeeding year.

SECTION III – FISCAL YEAR

The fiscal year shall begin September 1 of any given year, and continue through August 31 of the succeeding year.

SECTION IV – MEETINGS

The Executive Board shall schedule a minimum of two meetings a year. Members will be provided with at least 30 days notice of any meeting.

SECTION V – ELECTIONS

SECTION 1. The Executive Board shall be elected as follows:

1. A nominating committee of at least three (3) members shall be selected by the Executive Board.
2. The nominating committee should consider diversity, with particular attention to geographic diversity, in developing the slate for open positions
3. The nominating committee shall present its recommended slate of candidates for the board to the membership in advance of the fall meeting. Additional nominations will be taken from the floor at the fall meeting
4. The election will be conducted at the fall meeting. Nominees receiving the highest number of votes shall be declared elected. In case of a tie, there will be a run off election.
5. Elected members take office immediately following the fall meeting.
6. At the meeting at which the Constitution is first approved, the general membership shall nominate and elect nine members (four for terms of three years; two for terms of two years; and three for terms of one year.)

SECTION VI - QUORUM

Fifty - one percent of the Executive Board shall constitute a quorum of that body. General membership appearing for any one of the meetings will constitute a quorum for the meeting.

SECTION VII – PUBLICATIONS & POSITIONS

Any publications or positions sponsored by NJCPEA shall be approved by the Executive Board through a formal vote taken at a face-to-face, phone, or electronic meeting and recorded in the meeting minutes.

SECTION VIII – EXPENDITURES

The funds of NJCPEA shall be distributed and accounted for by the Executive Board and reported at the regular meetings.

SECTION IX – AMENDMENTS

The Constitution and By-Laws may be amended at the regular meetings by a majority vote of the members present providing that notice has been given at least 30 days in advance of the meeting.

SECTION X – PARLIMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall control parliamentary procedure.