

ASSOCIATION OF LEARNING CONSULTANTS BY-LAWS

ARTICLE I - MEETINGS

Section 1.

The NJALC shall conduct a minimum of one general business meeting each year.

Section 2.

The Executive Board shall meet a minimum of four times each fiscal year with the last Executive Board meeting occurring in May to install incoming officers. The meetings will be planned in advance of the upcoming year and publicized in the newsletter and on the website.

Section 3.

Other NJALC meetings may be called by the Executive Board and/or the president.

ARTICLE II - DUES

- A) Annual membership dues shall be recommended by the Finance Committee and approved by the Executive Board whenever a change is needed. Retired, student, and NCED Affiliate members shall be charged a reduced rate.

ARTICLE III - ELECTION OF OFFICERS

Officers of the NJALC will be elected by a plurality of the votes cast by those having voting privileges in accordance with those procedures outlined under duties of the Nominating Committee.

ARTICLE IV - DUTIES OF OFFICERS

The officers shall attend Executive Board meetings as voting members. Each officer will provide his or her successor with an operation guide delineating the responsibilities and procedures appropriate to the office. The guide should be handed to the incoming officer(s) or chairs with copies kept to insure an orderly transition

Section 1. The President shall:

- (A) Preside at meetings of the NJALC;
- (B) Appoint executive board chairpersons from the active membership.
- (C) Be an ex-officio member of all committees;
- (D) Be the alternate signee on the NJALC bank account;
- (E) Call additional executive board and general meetings of the NJALC as needed;
- (F) Represent the best interest of the NJALC at professional meetings;
- (G) Request a report from all executive board chairpersons to be presented at each executive board meeting; and
- (H) Oversee the maintenance of all permanent NJALC documents and NJALC equipment

Section 2. The President Elect shall:

- (A) Preside at meetings of the NJALC when the president is unable to fulfill the role.
- (B) Succeed to the presidency at the expiration of the president's term of office.
- (C) Complete the unexpired term of the president if such a vacancy occurs;
- (D) Be an ex officio member of all committees;
- (E) Be a member of the Finance Committee;
- (F) Be present when the Nominating Committee counts the ballots of nominated officers; and
- (G) Coordinate efforts of the Executive Board in providing publicity.

Section 3. The Secretary shall:

- (A) Record in written form minutes of all meetings of the association;
- (B) Send a copy of the Executive Board minutes to all Executive Board members following each meeting; and
- (C) Handle correspondence and communication of the NJALC as directed by the president.

Section 4. The Treasurer shall:

- (A) Have custody of all NJALC funds and deposit them in the name of the NJALC in such banks approved by the Executive Board
- (B) Be responsible for the payment of all bills authorized by the Executive Board and/or committee chairpersons when accompanied by vouchers with receipts
- (C) Be a member of the Finance Committee.
- (D) Keep the financial records and furnish a statement in writing to each member of the Executive Board at regular board meetings;
- (E) Present the current fiscal financial statement at the business meeting at the Spring Conference;
- (F) Submit for audit all financial records of the NJALC from the previous fiscal year within thirty days of the closing of the fiscal year.

Section 5. The Immediate past president shall:

- (A) Assume all duties of the president-elect, in the event that the president elect has succeeded to the presidency;
- (B) Serve as historian, collect important documents received during the year and place these documents in the NJALC permanent files of documents;
- (C) Present a commemoration of the year's activities to the outgoing president;
- (D) Chair the committee to select an Anita McKeon Award recipient.
- (E) Chair the Nominations Committee, which shall:
 - (a) Prepare a slate of full members as candidates for officers in the NJALC. There shall be one nominee for each office: president elect, secretary and treasurer;
 - (b) Accept nominations by petition. Such petitions must have the approval of the nominee. Such petitions shall be submitted at least 60 days before the mailing of the ballot. These nominees must be included on the ballot.
 - (c) The committee shall present the slate to the Executive Board prior to the mailing of the election ballots no later than January
 - (d) Prepare a ballot which lists all nominees in alphabetical order by office and includes the following information: educational background, certification data, employment history, scholarly achievements (including major publications and professional activities in related organizations; and experience and offices held in NJALC
 - (e) The ballot will be included in the January newsletter to be mailed back to the Immediate Past President
 - (f) Receive the ballots which shall be counted by a majority of the committee in the presence of the president-elect; and
 - (g) Notify all candidates of the results within twenty four hours of the counting followed by notification in writing

ARTICLE V - DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall conduct the business of the NJALC in accordance with the Constitution and By-Laws and authorize all expenditures.

Section 1. The Executive Board shall consist of:

- (A) Six (6) regional Chapter Chairpersons;
- (B) Newsletter Editor Chairperson;
- (C) Member Services Chairperson;
- (D) Fall Symposium Chairperson;
- (E) Spring Conference Chairperson;
- (F) Research Chairperson;
- (G) Legislation Chairperson;
- (H) Constitution/By-Laws/Professional Ethics Chairperson;
- (I) Professional Development Chairperson
- (J) NJEA Convention Chairperson
- (K) Finance Committee Chairperson
- (L) Co-CST Chairperson
- (M)Parliamentarian
- (N) Social Media Chairperson

Section 2. Executive Board Members shall:

- (A) Attend Executive Board meetings as voting members and prepare a written report to be received by the president on or before the day of the meeting. Where co-chairpersons exist, the co-chairpersons shall share one vote.
- (B) Appoint their own committee members except as otherwise stated in this Constitution and By-Laws. All committees shall have a minimum of three members, one of which may be an Executive Board member; and
- (C) Recommend through the President and with the approval of the Executive Board that ad hoc committees be established. These ad hoc committees may be abolished by following the same procedures.

Section 3. Termination of an Executive Board Member's Service:

An Executive Board member not fulfilling his/ her duties may be requested by the president, with the approval of the Executive Board, to resign following due process (**refer to Article V, Section 4**). The vacancy shall be filled by president's appointment.

Section 4. The Regional Chapter Chairperson shall:

- (A) Plan and implement at least two (2) programs/workshops annually pertaining to the purposes of the Constitution;
- (B) Submit notices of regional programs/workshops to the newsletter editor, social media chairperson and to the President-Elect for posting
- (C) Prepare a written report for submission to the president, including a financial statement;
- (D) Plan and implement member outreach and recruitment activities at a local level;
- (E) Submit a written report of regional chapter activities to the newsletter editor; and
- (F) Connect with other organizations within the region for the purpose of sharing resources.

Section 5. The Professional Development Chairperson shall:

- (A) Serve as a resource to members by gathering and disseminating information about continuing education opportunities;
- (B) Appoint members of the committee to attend or participate in the Fall/Spring conference meetings to assist in conference development
- (C) Create and provide PD certificates upon request from Region / Fall or Spring workshop chairs or email master to appropriate chair or bring copies to workshop if attending

Section 6. The Member Services Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Make available to the membership application forms to all members, colleagues and interested individuals prior to the beginning of the new fiscal year;
 - (b) Coordinate a membership drive with regional chapter chairpersons;
- (B) Receive and review all applications for NJALC membership
- (C) Maintain an accurate record of past and present membership
- (D) Provide updated membership information to persons responsible for addressing membership mailings and updating the directory
- (E) Coordinate with the President-Elect to provide updated information on membership
- (F) Prepare a written report for submission to the President, including a financial statement.

Section 7. The Fall Symposium Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Plan and hold the Symposium;
 - (b) Publicize and accept registrations for program activities;
- (B) Submit information to the Webmaster for posting on the website, social media chairperson and to the newsletter editor; and
- (C) Collect signature pages from all workshops/conferences to be archived
- (D) Prepare a written report for submission to the president, including a financial statement

Section 8. The Spring Conference Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Plan and hold the Conference program to include an annual business meeting and budget acceptance
 - (b) Arrange for presentation of awards which include the Anita Mc Keon Award, Member of the Year Award (an award which shall honor a member who has made a unique contribution to the profession and/or to the NJALC) and James Jan-Tausch award (when selected)
- (B) Submit information to the Webmaster, social media chairperson and to the newsletter editor for posting
- (C) Prepare a written report for submission to the President, including a financial statement

Section 9. Research Journal Chairperson shall:

- (A) Appoint a committee that will solicit articles, prepare, publish and distribute the journal as the professional publication of NJALC. The journal will be published bi-annually. The journal will be posted on the Members Only section of the NJALC website.
- (B) Appoint a committee to select the recipient of the James Jan-Tausch Award. This committee shall:
 - a. Solicit applications or nominations of research designed to improve the performance of the membership in fulfilling their professional role and to strengthen NJALC as a professional organization;
 - b. Receive and review submitted applications, research projects and budget proposal
 - c. Select an award recipient; and
 - d. Accept the submitted research article at the completion of the project and arrange for its publication in the journal.

Section 10. The Legislative Chairperson shall:

- (A) Inform the membership of state and federal legislation and regulations pertinent to the purposes, aims and concerns of the association;
- (B) Prepare, when necessary, an NJALC position statement regarding appropriate action; and
- (C) Submit information to the President-Elect, social media chairperson and to the newsletter editor

Section 11: The Constitution/By-Laws/Professional Ethics Chairperson shall:

- (A) Appoint a committee that will:
 - a) 1. Prepare amendments and/or revisions for presentation to the Executive Board;
 - b) 2. Notify members of the amendments or revisions of the Constitution or By-laws;
 - c) Provide ballots to the members which shall be counted by the majority of the committee in the presence of the President -Elect
- (B) Submit information to the President-Elect, social media chairperson, and newsletter editor for posting

Section 12. The NJEA Convention Chairperson shall:

- (A) Appoint a committee that will:
 - a) Recruit speakers for the Convention; and
 - b) Coordinate all related events involving the ~~Association~~ NJEA;
- (B) Attend NJEA Affiliated Groups meetings.
- (C) Prepare a written report for submission to the president, including a financial statement.
- (D) Submit information to the President-Elect, social media chairperson and to the newsletter editor

Section 13. The Finance Committee Chairperson shall:

- (A) Appoint a committee to address fiscal concerns
 - a. Prepare a budget for the ensuing fiscal year, and submit it to the membership for approval at the business meeting at the Spring Conference
 - b. Review all financial records submitted by the Treasurer prior to annual audit; ~~and~~
- (B) Inform Committee Chairpersons of financial procedures and responsibilities; and
- (C) Recommend any necessary changes in dues.

Section 14. The Co-CST Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Represent NJALC at Co-CST meetings;
 - (b) Report to the Executive Board and make suggestions for necessary action;
- (B) Submit information to the President-Elect, social media chairperson and to the newsletter editor; and
- (C) Prepare a written report for submission to the President, including a financial statement.

Section 15: The Parliamentarian shall:

- (A) Manage meetings according to Robert's Rules and the Constitution and Bylaws of NJALC;
- (B) Review the agenda before the Executive Board meeting; and
- (C) Advise the president during the meeting as needed.

Section 16: The Newsletter Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Gather information and prepare a newsletter to be made available to the membership;
- (B) Submit information to the President-Elect for posting on the website
- (C) Prepare a written report for submission to the President, including a financial statement.

Section 17: The Social Media Chairperson shall:

- (A) Appoint a committee that will:
 - (a) Gather information from chairpersons to post on social media platforms
 - (b) Monitor, remove inappropriate posts, and respond to or forward requests/inquires posted to social media
 - (c) Submit information to executive board, making suggestions for any needed actions
- (B) Prepare and submit a written report for president including any financial statement