

Constitution of the New Jersey Cooperative Education Association
Incorporated as N.J.C.I.E.C.A. Inc. (Adopted 9/24/81) (Revised 2/16/23, Adopted 5/18/23)

ARTICLE I
NAME

The name of this association shall be: New Jersey Cooperative Education Association.

*Incorporated as N.J.C.I.E.C.A., New Jersey Cooperative Industrial Education Coordinators Association

ARTICLE II
PURPOSES

- A. The purposes of this Association shall be to:
1. Provide for the advancement of membership through professional programs, services and opportunities that will be ultimately beneficial to all students;
 2. Provide all members with an effective Association which promotes their professional needs and interests;
 3. Promote and improve the public image and professional standing of Cooperative Education and Work Based Learning Experiences;
 4. Support realistic and beneficial legislative programs that promote Cooperative Education and Work Based Learning Experiences;
 5. Promote student organizations whose purpose is to enhance Career & Technical Education;
 6. Provide for the advancement of our students by awarding scholarships; and
 7. Promote activities that encourage student involvement.

ARTICLE III
MEMBERSHIP

- A. All individuals, businesses, and/or organizations supporting the purpose as stated in Article II are eligible for membership in the association.
- B. Membership classifications:
1. Active member – A) any individual currently certified in Cooperative Education and Work Based Learning Experiences; B) any retired certified Cooperative Education and/or Work Based Learning Experiences Coordinator.
 2. Associate member – any other individual, business, and/or organization interested in the purpose of this Association shall be a non-voting member.
- C. Membership shall begin with the receipt of dues. The membership year shall extend from September 1 through August 31. Membership fees are due by December 31 of the fiscal year to remain an Active Member.
- D. The membership shall receive copies of the regular publications of this Association.

ARTICLE IV
OFFICERS

- A. The officers of this Association shall consist of: President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and Immediate Past-President.
- B. Terms of office:
 - 1. President- two-year term; elected odd years
 - 2. Vice President- two-year term; elected odd years
 - 3. Treasurer- two-year term; elected even years
 - 4. Corresponding Secretary- two-year term; elected even years
 - 5. Recording Secretary- two-year term; elected even years
 - 6. Immediate Past-President- two-year term
- C. The officers of this Association shall also serve as the officers of the Executive Committee.

ARTICLE V
DUTIES OF OFFICERS

- A. The President shall preside at all meetings of the Association. The President shall be the Chairperson of the Executive Committee and an ex-officio member of all committees. The President shall, with approval of the Executive Committee, appoint members of all committees. The President shall perform all other duties customary to the office or imposed by the by-laws.
- B. The Vice President shall preside at all meetings of the Association and the Executive Committee in the absence of the President. The Vice President shall be responsible for the program activities of the Association.
- C. The Treasurer shall collect all money belonging to the Association. The Treasurer shall keep an accurate record of receipts and expenditures and shall furnish statements at all meetings of the Executive Committee. An itemized report of receipts and expenditures with vouchers shall be submitted for annual audit. The Treasurer shall pay only those bills submitted by the President.
- D. The Corresponding Secretary shall attend to the correspondence of the Association and the Executive Committee. It shall also be the Corresponding Secretary's duty to send out notices, announcements, and bulletins as directed by the Executive Committee or the President. It shall also be his/her duty to see that accurate records of membership are maintained and have membership lists available for mailing purposes when required.
- E. The Recording Secretary shall keep complete and accurate minutes of all meetings of the Association and the Executive Committee.
- F. The immediate Past-President shall be the Executive Committee's representative on the Nominating Committee and shall serve as its Chairperson.

ARTICLE VI
ELECTION

All officers will be elected prior to the end of the fiscal period.

ARTICLE VII
EXECUTIVE COMMITTEE

All elected officers of the Association are members of the Executive Committee as indicated in ARTICLE IV, Section C.

ARTICLE VIII
COMMITTEES

- A. The President, with the approval of the Executive committee shall appoint committees.
- B. Standing Committees:
 - 1. Awards Committee
 - 2. Constitution Committee
 - 3. Financial Committee
 - 4. Membership Committee
 - 5. Nominating Committee
 - 6. Program Committee
 - 7. Publications Committee
 - 8. Scholarship Committee

ARTICLE IX
MEETINGS

- A. General
 - 1. Meetings of the Association shall be held during the fiscal year at such time and place as designated by the Executive Committee.
 - 2. Additional meetings may be called when deemed necessary by the Executive Committee and/or 50% of the Active Members.
- B. Business
 - 1. A quorum for the transaction of business of the Association shall consist of at least twenty percent (20%) of active members.
 - 2. The Executive Committee shall hold at least four meetings during the year.
 - 3. The meetings of the Executive Committee shall be held at the call of the President.

ARTICLE X
AMENDMENTS

The Constitution may be amended as follows:

- A. Proposed amendments must be in the hands of the Chairperson of the Constitution Committee 90 days prior to the date set for the annual meeting.
- B. The Constitution Committee shall review proposed amendments and said committee may recommend acceptance or rejection.
- C. Copies of all proposed amendments shall be mailed and/or distributed to all of the membership thirty days prior to the annual meeting. The membership shall be notified that the proposed amendments will be submitted to the voting membership at the annual meeting.
- D. Proposed amendments shall be prepared for distribution again at the annual meeting.
- E. Amendments to the Constitution shall be approved by a two-thirds (2/3) vote of quorum.
- F. Amendments shall become effective at the beginning of the next fiscal year.

ARTICLE XI
DISSOLUTIONMENT

In the event of dissolutionment, the assets of the Corporation shall be distributed only to such organizations that have the same purpose and an exemption under Section 501 (C) (3) of the Internal Revenue Code.

By-Laws of the New Jersey Cooperative Education Association
*Incorporated as N.J.C.I.E.C.A. (Adopted 9/24/81) (Revised 2/16/23, Adopted 5/18/23)

ARTICLE I
FISCAL YEAR

The fiscal year shall be September 1 to August 31.

ARTICLE II
DUES

Annual dues for the membership shall be as follows:

1. Active member
2. Associate members
3. Student

ARTICLE III
ELECTION OF OFFICERS

A. Eligibility:

Active Members of the Association shall be eligible to be a candidate for office after 2 years.

B. Process of Nominating:

1. The following officers shall be elected:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Corresponding Secretary
 - e. Recording Secretary

C. Method of Election

1. The Past President will preside over the Nominating Committee to prepare the slate of approved nominees for all officers scheduled for election.
2. The slate of officer candidates shall be available to all Active members present at the Annual Meeting. In the case of a tie vote for two or more nominees, the Executive Committee shall cast secret ballots to decide the vote.
3. In the event of a vacancy in any office of the Association, other than the expiration of a term, the Executive Committee is empowered to fill the said office by appointment until the next annual election at which time the prescribed procedure for nomination and election shall be followed.

ARTICLE IV
EXECUTIVE COMMITTEE

- A. Active members of this Association shall be eligible to serve on the Executive Committee.
- B. The Executive Committee shall constitute the governing body. Among its duties shall be: keeping a record of all its proceedings; determine the guidance of standing and other committees; directing all meetings and conferences; approving all expenditures; distributing annual financial report to the membership; and appointing any other positions necessary for the efficient operation of the Association.

In order to maintain representation, it is necessary for all Executive Committee members to attend meetings regularly. In the event that an Executive Committee member or his/her alternate fails to attend two consecutive scheduled meetings, the Executive Committee is empowered to declare the office vacant and direct the Recording Secretary to contact the president for replacement.

ARTICLE V
AMENDMENTS

The By-Laws may be amended as follows:

- A. The proposed amendment to the By-Laws shall be initiated by the Executive Committee and/or by any active member of the general membership to be voted upon at the next scheduled general membership meeting.
- B. Notice of the proposed amendment to the By-Laws shall be given to the Executive Committee sixty (60) days prior to a general membership meeting and to the membership thirty (30) days prior to a general membership meeting.
- C. Amendments to the By-Laws shall be approved by a majority vote.

ARTICLE VI
RULES OF ORDER

Robert's Rules of Order Newly Revised will govern any provisions not covered by the Constitution and By-Laws of the Association.