

Community College Computer Consortium of New Jersey Bylaws

ARTICLE I. Officers

Section 1. Election

An elections Subcommittee, appointed by the President, shall compose a ballot with at least one nomination for each of the offices up for election: President-Elect (annually), Treasurer (odd years), Recording Secretary (even years) and Corresponding Secretary (odd years). In the event that at the time of the election there is no one in the position of President-Elect, then the ballot shall also have at least one nomination for President. The nominees shall be introduced to the membership at the winter meeting, and nominations shall be received from the floor. A ballot shall be presented to each member. This ballot must be returned to the President or his or her designee by the date set by the Elections Committee. An officer in the position of Treasurer, Recording Secretary or Corresponding Secretary may succeed himself or herself. The current President becomes the Past President.

Section 2. Qualifications

To be an officer the member must have been an active member of the organization for one year prior to the annual meeting.

Section 3. Vacancy

In the case of a vacancy in the office of President, the President-Elect shall become President. If a vacancy occurs in the office of President-Elect, the President, with the approval of the Executive Committee, shall appoint an Acting President-Elect. A vacancy in any other office shall be filled by appointment of the President and approved by the Executive Committee.

Section 4. Term of Office

The term of office for all officers of 4C shall be June 1 through May 31. If there is a person in the position of President-Elect during one term, he or she shall be President in the succeeding term.

ARTICLE II. Dues

Section 1

The dues shall be \$10.00 per active member per year, \$7.50 per associate member per year, or one 100.00 payment for a lifetime membership. All former members who have retired from teaching shall be Honorary Members with no assessment for dues. Dues are payable at the beginning of the membership year (July 1 through June 30), and shall be considered in arrears four months from that date.

Section 2

Institutional members: The dues for institutional membership shall be:

- \$25.00 per two year period.
- To host and provide all amenities at one meeting and produce and mail one issue of the 4C newsletter per two year period or produce and mail two issues of the 4C newsletter per two year period. This option shall be at the discretion of the President-Elect.

ARTICLE III. Committees

Section 1. Standing Committees

The standing committees shall be:

- Program Committee - President-Elect as Chair
- Membership Committee - Treasurer as Chair
- Newsletter Committee - Recording Secretary as Chair
- By Laws Committee - Chair to be appointed by the President
- Electronic Information Committee - Chair to be appointed by the President (odd years) and serve for a two year period.

The committee members shall be appointed by the Chair of each committee.

Section 2. Other committees

The President may appoint any other committees which he or she deems necessary, with the approval of the Executive Committee.

ARTICLE IV. Quorum

Any membership present at an annual meeting or specially called meeting which has been publicized at least one month in advance shall constitute a quorum.

ARTICLE V. Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern this council in cases in which they are not inconsistent with these bylaws.

ARTICLE VI. Duties of Officers

Section 1

The President shall:

- preside at all meetings of the Consortium and of the Executive Committee;
- appoint members of committees as provided in the constitution;
- form special committees and appoint members;
- perform such other functions as shall be necessary to fully discharge the purposes and functions of the Consortium during his or her term of office.

Section 2

The President-Elect shall:

- preside at any meeting of the Consortium or the Executive Committee or the Advisory Council in the absence of the President;
- serve as Chair of the Program Committee.

Section 3

The Treasurer shall:

- receive and disburse all monies of the Consortium;
- serve as Chair of the Membership Committee;
- keep a record of all expenditures and sign any instrument of disbursement;
- submit a Treasurer's Report at the last meeting of the year.

Section 4

The Recording Secretary shall:

- keep minutes of every meeting of the Consortium;
- keep minutes of meetings of the Executive Committee;
- maintain an organized file of all minutes, notices and reports of all committees, and make this file available to the President and President-Elect upon request;
- upon leaving office, transmit all files to the incoming Recording Secretary

Section 5

The Corresponding Secretary shall:

- assume responsibility for all correspondence;
- notify members of meeting dates and times;
- serve as Chair of the Newsletter Committee;
- distribute to the members copies of the minutes of each Consortium meeting;
- provide institutional members information needed for the production and distribution of newsletters.