

# **EDUCATIONAL COUNCIL OF PASSAIC COUNTY**

## **BY-LAWS (2008)**

### *I. Name*

1. *The name of the organization shall be the **Educational Council of Passaic County**. For the purpose of this document the organization will hereinafter be referred to as **Council**.*

### *II. Purpose*

1. *The purpose of the **Council** is to provide a vehicle for public educational issues and to establish ongoing cooperation in the promotion of effective education within public schools through the awarding of scholarships to worthy public high school seniors in Passaic County, New Jersey.*

### *III. Council Members*

1. *The **Council** shall consist of volunteer members appointed by associations represented on the **Council**. The members of the **Council** shall serve without compensation.*
2. *Membership in the **Council** will consist of the executive county superintendent of schools, presidents and vice-presidents of the public educational associations in Passaic County and the county program coordinator and field service representative of the New Jersey School Boards Association.*
3. ***Council** member terms shall be based on their appointment or re-appointment as president or vice-president of their respective association.*
4. ***Council** vacancies will be filled by the respective association.*
5. *Members are expected to attend all annual meetings and functions of the **Council**.*

#### IV. *Officers*

1. *The **Council** officers shall consist of the executive county superintendent of schools and president of the Passaic County Education Associations sharing the chairperson position as co-chairs. The treasurer will be the president of the Passaic County Association of School Business Officials, and the secretary shall be designated by the co-chairpersons.*
2. *No election will be held. Seats are automatically filled based on the appointments of the officers by respective associations.*
3. *(a) The Co-Chair(s) shall preside over all **Council** meetings and perform other duties as associated with the office. (b) The Secretary shall be responsible for the minutes of the **Council**, keep all approved minutes in a minute book, and distribute copies of minutes to all members. (c) The Treasurer shall keep record of the **Council**'s budget and prepare financial reports as needed.*

#### V. *Committees*

1. *The **Council** may appoint standing and ad hoc committees as needed.*

#### VI. *Meetings*

1. *A minimum of three meetings will be held during a fiscal year (October 1 through September 30). The meetings will be conducted in September, January and May, but may be changed based on membership availability.*
2. *Special meetings may be held at any time when called for by any of the Co-Chairs or a majority of **Council** members.*
3. *Agendas shall be provided at least two weeks in advance. Agendas may be provided via e-mail.*

## VII. Voting

1. *Voting will be conducted by Association, one vote per Association and one vote for the Executive County Superintendent of Schools. Each Association will have the opportunity to designate a member to vote - one primary or alternate. (a) A majority of **Council** members constitutes a quorum by association. (b) In absence of a quorum, no formal action relative to financial expenditures shall be taken and the meeting will be adjourned to a subsequent date.*
2. *Passage of a motion, as long as it does not include financial expenditures, requires a simple majority (i.e., one more than half the members present).*
3. *Any type of planning for fundraising may be voted on by the majority vote of those members present during any meeting.*

## VIII. Conflict of Interest

1. *Any member of the **Council** who has a financial, personal, or official interest in, or conflict (or appearance of conflict) with any matter pending before the **Council**, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will voluntarily refrain from discussion and voting on said item.*

## IX. Fiscal Policies

1. *The fiscal year of the **Council** shall be October 1 to September 30 of the following year.*

## X. Amendments

1. *These by-laws may be amended by a two-third vote of **Council** members present at any meeting, provided a quorum is present and that a copy of the proposed amendment(s) are provided to each **Council** member at least one week prior to said meeting.*