

Registrars' Association of New Jersey Constitution & By Laws

- CONSTITUTION -

Article 1 – Name & Objectives

Section 1. This organization shall be known as the Registrars' Association of New Jersey.

Section 2. The goal of this Organization are: to promote a better understanding of the official duties and obligations of its members; promote educational opportunities for its members; promote uniform methods of procedure in all municipalities of the State of New Jersey; cooperate with the State Registrar in carrying out of the provisions of the law; perform such other work as may best serve the interest of the public and promote cooperation among the members.

Article 2 – Membership

Section 1. Regular. Any person holding the office of Registrar, Deputy Registrar, Alternate Deputy Registrar or Sub Registrar in a municipality of the State of New Jersey may become a regular member.

A regular member may hold office and may vote, however only two votes per municipality are permitted.

Associate. Any retired Registrar, retired Deputy Registrar, retired Alternate Deputy Registrar or retired Sub Registrar may become an Associate Member.

An Associate member may take part in the general discussion at the meetings of the Association BUT may not vote on matters to be voted upon by members. An Associate member may be appointed by the President to serve on any Committee. An associate member may not hold office.

Section 2. A member in good standing for the purposes of holding office is one who has paid all organization dues and has attended two (2) out of the last four (4) general meetings.

Article [1] – Officers.

Section 1. The officers shall consist of a President, 1st Vice President, 2nd Vice President, Treasurer, Recording Secretary and Corresponding Secretary. They shall be elected at the Annual meeting and shall serve for a maximum of two consecutive, two-year terms or until their successors are qualified and elected.

Section 2. President. The President shall preside at all meetings, supervise all activities and shall appoint the members of all standing Committees directly after taking office and such other Committee(s) as may be required. The President shall be Ex-Officio of all Committees. If a tie occurs, the President shall vote to break the tie. President shall work in cooperation with The Registrar of the State of New Jersey and this Association acting as liaisons to the State Registrar to ensure the educational requirements for the Registrars in the State are clear and precise and shall bring to the attention of the

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State Registrar comments on behalf of this Association. The president shall be reimbursed for travel expenses and lodging for the meetings and/ or events.

Section 3. Vice Presidents. The Vice Presidents shall assist the President in the discharge of her/ his duties and in her/ his absence perform the duties of that office. She/ he shall also perform such duties as the President shall direct. The 1st Vice President shall be charge of the program for all the meetings and the 2nd Vice President shall be in charge of the luncheon arrangements for all meetings.

Section 4. Treasurer. The Treasurer shall keep the accounts of the organization in a book belonging to the Organization which shall be open to inspection of the Executive Committee at all times. She/ he shall send out all bills and receive and disburse the funds of the Organization under the direction of the Executive Committee. Funds shall be deposited in a checking account. Each check drawn on said account shall bear two signatures, the Treasurer and one signature representing either the President or 1st Vice President. At each meeting a complete financial report of the Organization shall be presented and made available to the membership.

The accounts of the Organization shall be audited in January of each year by two (2) members appointed by the President. The said accounts shall also be audited at the time the accounts are turned over to a newly elected Treasurer in the event they vacate the office in the middle of the term. A report of each audit shall be presented and made available to the general membership.

Section 5. Recording Secretary. The Recording Secretary shall keep a book of minutes of general membership meetings, Executive Committee Meetings and any Special Meetings in which shall be recorded the business proceedings of the Organization and shall keep a record of attendance at all meetings. A copy of said minutes to be emailed to Officers within thirty (60) days of each meeting. Copies of each meeting minutes shall be available to the general members.

Section 6. Corresponding Secretary. The Corresponding Secretary shall be responsible for all general correspondence for the Association and the Executive Committee and shall serve as ex-officio member of the Membership Committee.

Article IV – Committees.

Section 1. Executive Committee. The Executive Committees shall consist of the officers of the Association. The President may invite Committee Chairs if necessary to attend Executive Committee Meetings. They shall have general supervision over and management of the affairs of the Organization and shall have the power to vote, accept resignations from and fill vacancies in any committee.

Section 2. Membership Committee. The Membership Committee is appointed by the President and shall have a minimum of two (2) members and if possible one each from each part of the State and shall be charged with the duty of securing enrollment of all Registrars, Deputy Registrars, Deputy Registrars, Alternate Deputy Registrar and Sub-Registrars in the State of New Jersey.

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The Membership Committee shall keep an accurate membership roll of the members of the Organization. Two copies of the list of all current members shall be available at the November meeting for voting purposes.

A stipend for \$300 dollars each would be provided to the two members whom the president appoints for the job task of collecting memberships.

Section 3. Standing Committees.

A. The following shall be a list of the Standing Committees:

1. Legislative Committee
2. Constitution & By-Laws Committee
3. Audit Committee
4. Website Committee
5. Scholarship Committee
6. Membership Committee

B. Functions & Responsibilities of Standing Committees:

1. Legislative Committee shall review all pending legislation in conjunction with the League of Municipalities Legislative Committee as to its effect on the duties and responsibilities of Registrars, Deputy Registrars, Alternate Deputies and Sub Registrars and attend the League Legislative Meetings as required and report to the general membership and Executive Committee. All executive committee members shall be reimbursed for any out of pocket expenses, if any.
2. By-laws Committee shall recommend to the Executive Committee and the General Membership any amendments to the Constitution and By-laws. All executive committee members shall be reimbursed for any out of pocket expenses, if any.
3. Audit Committee shall perform the Annual Audit and render the report of its findings at the Annual Meeting of the Association. In the event of a vacancy in the office of the Treasurer, an audit shall be conducted. All executive committee members shall be reimbursed for any out of pocket expenses, if any.
4. Website Committee shall publish any updates to the website and the membership, the official publication of the Association. The website host of the newsletter shall be reimbursed for any out of pocket expenses, if any.
5. Scholarship Committee shall determine the number and amount of the scholarships to be awarded annually, based on criteria developed by the Scholarship Committee. All executive committee members shall be reimbursed for any out of pocket expenses, if any.

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6. Membership Committee shall be charged with the duty of securing and maintaining the enrollment of all Registrars, Deputy Registrars, Alternate Registrars and Sub Registrars in the State of New Jersey and shall post notices on website for General Meeting and Special Meetings. All executive committee members shall be reimbursed for any out of pocket expenses, if any.

Section 4. If any Officer or committee member absents herself/ himself from two (2) consecutive meetings without valid reason, her/ his office shall be declared vacant and the vacancy filed by the Executive Committee. Valid reasons are illness, death of immediate family member, vacation or work schedule conflicts.

Article V – Amendments.

Section 1. Amendments to the Constitution and By-laws may be made at the Annual Meeting or any Special Meeting provided notice of such change be give the members at the meeting preceding that at which action is to be taken and notification by mail or published on the website at least two (2) weeks prior to the meeting.

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- BY LAWS -

Article I – Meetings.

Section 1. The Annual Meeting of the Organization shall be held in the spring of each year at an hour and place determined by the President.

In addition to the Annual Meeting, one regular meeting shall be held on November in conjunction with the New Jersey State League of Municipalities.

Section 2. Special meetings may be called by the President when deemed expedient or upon the written request of fifty (50) members in good standing.

Section 3. Twenty-five (25) members shall constitute a quorum for the transactions of business. A majority vote shall determine all questions.

Section 4. This discussion of partisan politics is prohibited.

Article II – Dues.

Section 1. Each regular member shall pay annual dues of twenty five (25) dollars. The fiscal year for the payment of dues shall be January through December.

Section 2. There shall be no dues charged for Associate (Retired) Members.

Article III – Order of Business.

Section 1. At all regular meetings the order of business shall be:

1. Call to order. Salute the flag, roll call.
2. Report of Officers.
3. Report of Committees.
4. Communications.
5. Unfinished Business.
6. New Business.
7. General Discussion.

Article IV – Elections.

Section 1. Nominations.

1. Anyone seeking to be a candidate shall have served as Registrar or Deputy Registrar for a period of not less than three (3) years.
2. Shall be actively employed as a Registrar or Deputy Registrar.

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3. A Nominating Committee shall be appointed by the President from the General Membership and shall not include anyone currently holding office or serving as a Chairman of a Committee. The committee shall consist of three (3) members from the State.
4. The Nominating Committee is appointed by the President in spring meeting, report given within thirty (30) days to the Executive Committee, voting takes place at the November meeting and officers take office in January. Officers are sworn in at the November meeting.

Section 2. Elections.

1. If only one candidate has filed for any position, then such candidate may be elected to office by means of a motion duly adopted at the November meeting, provided that there is no nominations from the floor.
2. If a nomination is made from the floor, voting will be by secret ballot of the eligible members present at the November meeting. The Nominating Committee will conduct the election.
3. In the event of a tie vote, the two nominees receiving the highest number of votes shall be selected by lot drawn by a member of the general membership.

Section 3. Campaigning for Office.

1. Campaign literature shall be financed solely by the candidate or her/ his supporters. The candidate shall not utilize any Registrars' Association of New Jersey services for the distribution of campaign literature.
2. All candidates shall be required to furnish a basic resume of their Registrars' activities together with a headshot photograph, to be sent to the website for publication.
3. Each candidate shall be required to be present a narrative of no more than three minutes in length at the November meeting prior to the election. No literature shall be distrusted at the November meeting/ Election of Officers.

Article VI – Vacancy on Executive Board.

Section 1. President. If a vacancy occurs in the office of the President, the First Vice President shall become the Acting President and retain the duties of the First Vice President until an election can be held at the November meeting.

Section 2. First Vice President. If a vacancy occurs in the office of First Vice President, the Second Vice President shall become the acting First Vice President and retain the duties of the Second Vice President until an election can be held at the November meeting.

Section 3. Second Vice President. If a vacancy occurs in the office of Second Vice President, the First Vice President shall become the acting Second Vice President and retain the duties of the First Vice President until an election can be held at the November meeting.

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Section 4. Treasurer. If a vacancy occurs in the office of the Treasurer the Recording Secretary shall become the Treasurer until the completion of the term of office.

Section 5. Recording Secretary. If a vacancy occurs in the office of the Recording Secretary the Corresponding Secretary shall become the Recording Secretary until the completion of the term of office.

Section 6. Corresponding Secretary. If a vacancy in the office of Corresponding Secretary, the Executive Committee shall appoint an acting Corresponding Secretary from the general membership who shall hold the office of Acting Corresponding Secretary until an election can be held at the November meeting.

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