

First Draft August 15, 2020

Second Draft September 25, 2020

NJTESOL/NJBE, Inc.

BY -LAWS to the CONSTITUTION

Approved on: September 25, 2020

1. Membership and Dues

- a. Fees for membership shall be set by the Executive Board. Membership will be valid from the date that the application and payment are received.
- b. Annual membership is now included with Spring Conference registration.

2. Elections

- a. The term of office shall be a period of two years from the Annual Business Meeting immediately following the election. Elected Executive Board members cannot hold the same position for more than two consecutive terms. Board members can only hold one position at a time.
- b. Candidates shall be nominated by NJTESOL-NJBE members or self-nominated. They shall be elected by electronic ballot and members will have at least 2 weeks to vote.
- c. Nominees who do not win election shall be notified by the President. Newly elected officers will be announced at the Annual Business Meeting and publicly to the membership.
- d. Eligibility:
 - i. Candidates for any position on the Executive Board must have been members of NJTESOL/NJBE for at least one year before their candidacy.

- ii. Candidates for Vice-President must have served one full year on the Executive Board.
 - iii. Nominees shall be members of NJTESOL/NJBE in good standing.
 - iv. Nominees shall be currently active and certified if relevant to the position for which they are running.
 - v. The President and the Past-President shall review the qualifications of the nominees before the election is opened.
- e. The Executive Board of NJTESOL/NJBE, Inc. shall consist of:
- i. The elected officers, as specified in the By-Laws;
 - ii. Elected representatives of the NJTESOL/NJBE special interest groups (SIGs), as specified in the By- Laws;
 - iii. Representative-at-large, as specified in the By-Laws;
 - iv. Presidential appointees, as specified in the By-Laws.
- f. A vacancy in any position shall be filled by presidential appointment.
- g. If the President is unable to complete his/her term of office, the immediate Past-President shall assume that office. If the immediate Past-President is unwilling or unable to assume the President's responsibilities, then a prior Past-President will be appointed to fulfill the duties by the majority of the Executive Board and assume the title of 'Acting President'.
- h. Any member of the Executive Board can be removed from office for due cause by a majority vote of the Executive Board.

3. Rights and Responsibilities of all Members of the Executive Board

- a. While all members are welcome to attend regular meetings of the Executive Board, voting privileges are extended only to the Executive Board members enumerated in these By-Laws.

- b. All officers and other members of the Executive Board who fail to attend three Board meetings may be removed from the Board by majority vote.
- c. All members of the Executive Board shall maintain a current membership in either TESOL or NABE.
- d. NJTESOL/NJBE Executive Board members get complimentary membership while serving on the board. If a board member has already paid their membership dues, then their membership will be extended.
- e. NJTESOL/NJBE Executive Board members in good standing will receive 10 hours of professional development annually.

4. Responsibilities of Officers

- a. The officers of NJTESOL/NJBE, Inc. shall be a Past-President, President, Vice-President, Secretary, Treasurer, and Liaison. The Vice-President shall succeed to the Presidency.
- b. The Past-President shall
 - i. serve in an advisory capacity for two years after completing a term as President.
 - ii. preside over the Executive Board meeting if the President is absent.
 - iii. serve on the Budget Committee.
 - iv. lead special projects as requested by the President.
 - v. support and represent the advocacy positions of the organization.
 - vi. in coordination with the Representative-at-Large, solicit articles for professional organizations.
 - vii. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.

- viii. perform any other responsibilities or duties deemed necessary by the president.
 - ix. maintain an online shared folder of relevant documents.
 - x. maintain membership in TESOL and NABE.
- c. The President shall.
- i. call and preside at all meetings of the Executive Board.
 - ii. appoint executive board members according to the by-laws.
 - iii. Serve on the Budget Committee.
 - iv. coordinate the committee to hire, terminate, and review job performance and the contractor handbooks and/or contracts of paid contractors of the organization.
 - v. review attendance and contributions of all board members.
 - vi. conduct the annual elections.
 - vii. co-moderate the hotlist with the Technology Coordinator.
 - viii. solicit articles and review submissions for the annual publication, Voices.
 - ix. maintain an online forum for sharing documents pertinent to the organization and backing it up on a monthly basis to an agreed upon file sharing platform.
 - x. collaborate with other professional organizations.
 - xi. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - xii. support and represent the advocacy positions of the organization.
 - xiii. maintain a membership in TESOL and NABE.
 - xiv. maintain an online shared folder of relevant documents.

- xv. become a member of NJTESOL/NJBE for life upon fulfilling the presidency.
 - xvi. succeed to the Past-Presidency.
- d. The Vice-President shall
- i. serve as Spring Conference Chairperson in order to oversee and coordinate all activities pertinent to the annual Spring Conference.
 - ii. preside over the Executive Board meetings if the President and the Past-President are absent.
 - iii. Serve on the Budget Committee.
 - iv. support and represent the advocacy positions of the organization.
 - v. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - vi. perform any other responsibilities or duties deemed necessary by the president.
 - vii. maintain an online shared folder of relevant documents.
 - viii. maintain a membership in TESOL and NABE.
 - ix. succeed to the Presidency.
- e. The Secretary shall
- i. keep minutes of all Executive Board meetings.
 - ii. send notices of meetings to members of the Executive Board.
 - iii. send the minutes of a meeting to the Executive Board for corrections before the next meeting.
 - iv. maintain the Executive Board address list and emergency contact information.
 - v. forward all Executive Board member contact information to the Technology Coordinator.

- vi. maintain a list of Executive Board attendance at all meetings.
 - vii. maintain a list of Executive Board Members and their terms of office.
 - viii. forward to the Historian copies of the minutes and all correspondence.
 - ix. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - x. perform any other responsibilities or duties deemed necessary by the president.
 - xi. maintain an online shared folder of relevant documents.
 - xii. maintain a membership in TESOL and NABE.
- f. The Treasurer shall
- i. be appointed by the President and approved by a majority vote of the Executive Board.
 - ii. Serve on the Budget Committee.
 - iii. be reviewed and approved by a majority vote by the Executive Board every year in September.
 - iv. present a financial report at each meeting of the Executive Board and at the Annual Business Meeting.
 - v. keep records of donations and oversee the provision of letters for tax purposes upon request.
 - vi. coordinate with the business administrator to prepare the tax return for the IRS.
 - vii. coordinate with the business administrator to renew our New Jersey Business Certificate and insurance policy.
 - viii. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.

- ix. perform any other responsibilities or duties deemed necessary by the president.
 - x. maintain an online shared folder of relevant documents.
 - xi. maintain a membership in TESOL and NABE.
- g. The Liaison Officer shall
- i. maintain active contact with TESOL, NABE, and with other TESOL and NABE affiliates in order to encourage collaboration.
 - ii. take minutes at Executive Board meetings in the absence of the secretary.
 - iii. oversee and support all chapter activities including budget information, potential presenters, and chapter guidelines.
 - iv. order professional development certificates and disseminate them to the appropriate contact person at each venue.
 - v. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - vi. maintain an online shared folder of relevant documents.
 - vii. perform any other responsibilities or duties deemed necessary by the president.
 - viii. maintain a membership in TESOL and NABE.
- h. One of the six officers must be a member of NJEA.
- i. The Treasurer is an appointed officer of the Executive Board.
 - j. The President (or Vice-President if the President is unable to attend) shall attend the Annual Business Meetings of TESOL and NABE every year. In the event that both the President and Vice-President are unable to attend, the President shall designate an official delegate.

5. Other Members of the Executive Board

- a. Representative-at-Large
- b. Elected Representatives of NJTESOL/NJBE Special Interest Groups:
 - i. Bilingual Elementary
 - ii. ESL Elementary
 - iii. ESL/Bilingual Middle School
 - iv. Bilingual Secondary
 - v. ESL Secondary
 - vi. Higher Education
 - vii. Teacher Education
 - viii. Adult Education
 - ix. Special Education
 - x. Early Childhood Education
 - xi. Supervisors
 - xii. Parental Involvement/Community Action
 - xiii. Community-Based Organization
 - xiv. Parent Representative
- c. Presidential Appointees to the Executive Board must be approved by a majority of the Executive Board.
 - i. Membership Chair
 - ii. Historian
 - iii. Socio-Political Representative
 - iv. Social Media Consultant
 - v. Scholarship Chairperson
 - vi. Graduate Student Representative

- vii. NJDOE Liaison
- viii. Other positions, as the Executive Board deems necessary.

6. Responsibilities of Elected Officials

a. The Representative-at-Large shall

- i. coordinate participation at the NJEA convention.
- ii. represent NJTESOL/NJBE at NJEA Affiliate meetings and turnkey information at Executive Board meetings.
- iii. arrange the NJTESOL/NJBE booth at the NJEA convention.
- iv. solicit workshops representative of NJTESOL/NJBE at the NJEA Convention.
- v. make public the NJEA workshops of interest to NJTESOL/NJBE members.
- vi. coordinate with the Socio-Political Representative.
- vii. solicit articles for the NJEA Review.
- viii. advertise the annual Spring Conference in the NJEA Review.
- ix. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
- x. maintain an online shared folder of relevant documents.
- xi. perform any other responsibilities or duties deemed necessary by the president.
- xii. maintain memberships in TESOL or NABE.

b. Special Interest Group (SIG) Representatives shall

- i. represent their SIG constituency at Executive Board meetings.
- ii. keep constituents informed of issues and events particular to their area of interest through newsletter articles and

participation in discussions on the NJTESOL/NJBE e-listserv (hotlist).

- iii. actively recruit participation of their constituents in presenting workshops at the Annual Spring Conference.
- iv. submit a proposal and present for a SIG presentation at the Annual Spring Conference.
- v. support Chapters by attending and presenting at three meetings. Attend one Fall Ed Camp meeting.
- vi. attend all meetings of the Executive Board including the Conference proposal adjudication meeting, pre-conference preparation meeting and the annual retreat.
- vii. provide support at the Annual Spring Conference to the Conference Chair. The number of hours for this support will be decided by the Conference Chair.
- viii. solicit and review scholarship/award applications.
- ix. be actively involved in professional associations related to SIG area.
- x. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
- xi. perform any other responsibilities or duties deemed necessary by the president.
- xii. maintain an online shared folder of relevant documents.
- xiii. maintain membership in TESOL or NABE.

7. Creation of Additional SIGs/Name Changes

- a. New SIGs may be created or the name of an existing SIG can be changed as deemed necessary with approval of a majority of the Executive Board.
- b. Notice of such changes shall be made public to the membership.

8. Dissolution of SIGs

- a. A SIG may be dissolved by a vote of the majority of the Executive Board.
- b. Notice of such changes shall be made public to the membership.

9. Creation/Dissolution of Chapters

- a. Chapters may be created, merged, separated, and dissolved based on the needs of NJTESOL/NJBE members and in agreement with the Liaison.
- b. Chapter leaders will be members of NJTESOL/NJBE in good standing and support the mission of NJTESOL/NJBE.

10. Responsibilities of Presidential Appointees

- a. The Membership Chairperson shall
 - i. recruit new members for NJTESOL/NJBE at the NJEA Convention, Spring Conference, and other venues.
 - ii. respond to inquiries about membership and provide membership information for TESOL and NABE.
 - iii. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - iv. maintain an online shared folder of relevant documents.
 - v. perform any other responsibilities or duties deemed necessary by the president.
 - vi. maintain membership in TESOL or NABE.
- b. The Historian shall

- i. transfer official documents and correspondence of the organization to the Archives at the Newark Library-NJ Hispanic Research & Information Center, which is the warehouse for maintaining the NJTESOL/NJBE records.
 - ii. maintain social correspondence for the organization as the Sunshine representative.
 - iii. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - iv. maintain an online shared folder relevant documents.
 - v. perform any other responsibilities or duties deemed necessary by the president.
 - vi. maintain membership in TESOL or NABE.
- c. The Socio-Political representative shall
 - i. report on issues that are of concern to ESL/bilingual students, teachers, and administrators at Executive Board meetings, on the hotlist and/or via social media.
 - ii. arrange for a legislative session as needed.
 - iii. coordinate the advocacy subcommittee.
 - iv. initiate and/or collaborate on position papers.
 - v. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - vi. maintain an online shared folder of relevant documents.
 - vii. perform any other responsibilities or duties deemed necessary by the president.
 - viii. maintain membership in TESOL or NABE.
- d. The Social Media Coordinator shall
 - i. co-moderate the hotlist.

- ii. moderate social media accounts.
 - iii. disseminate through social media articles and relevant information that is of interest to the organization's membership.
 - iv. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - v. maintain an online shared folder relevant documents.
 - vi. perform any other responsibilities or duties deemed necessary by the president.
 - vii. maintain membership in TESOL or NABE.
- e. The Scholarship Chairperson shall
- i. announce availability of scholarships and awards and reminders of deadlines.
 - ii. organize a committee to review all scholarship and award applications.
 - iii. coordinate the update of all relevant forms.
 - iv. coordinate presentation of scholarships and awards at the annual Spring Conference.
 - v. maintain an online shared folder of relevant documents.
 - vi. perform any other responsibilities or duties deemed necessary by the president.
 - vii. maintain membership in TESOL or NABE.
- f. The Graduate Student Representative shall
- i. provide proof of enrollment in a graduate school program leading to ESL and/or bilingual teaching certification.
 - ii. coordinate with the Teacher Education SIG Representative to encourage other graduate students to join the organization with a free initial membership.

- iii. coordinate with the Teacher Education SIG Representative to encourage fellow students to submit poster presentation proposals for the Spring Conference.
 - iv. inform the Executive Board of any issues pertinent to graduate students.
 - v. participate in social networking in order to acquaint the public with our organization's goals and the topics for which the organization advocates.
 - vi. maintain an online shared folder of other relevant documents.
 - vii. perform any other responsibilities or duties deemed necessary by the president.
 - viii. maintain membership in TESOL or NABE.
- g. The NJDOE Liaison shall
- i. provide updates about the NJDOE to the Executive Board.
 - ii. advocate on behalf of the organization when attending NJDOE functions.
 - iii. perform any other responsibilities or duties deemed necessary by the president.
 - iv. maintain membership in TESOL or NABE.

11. Executive Board Meetings

- a. The Executive Board shall hold at least 7 meetings per school year and meetings shall be arranged by the Executive Director.
- b. An Annual Business Meeting shall take place at the Spring Conference and will include a Treasurer's report and access to the minutes of the open portion of Executive Board meetings for the year prior to the Annual Business Meeting that will be made available for inspection by members in good standing.

- c. A Summer Retreat shall take place and shall include a review of these By-Laws and an Annual Report from the Executive Director.
- d. All Executive Board meetings are open to all NJTESOL/NJBE members in good standing who shall attend as non-voting guests.

12. Budget

- a. The budget shall be prepared by members of the Budget Committee that includes, but is not limited to, the Past-President, President, Vice-President, Treasurer, Business Administrator, and Executive Director.
- b. The budget shall be prepared and voted on twice before December 31st of each year.
- c. Once the budget has been passed by the Executive Board, expenditures for line items may not exceed the budgeted amount without approval by the Board.
- d. All expenditures made by Executive Board Members must be within the amount allocated in their budget line.
- e. Budget allocations may not be moved from one line to another without approval of the majority of the Executive Board.
- f. Executive Board members must submit receipts for reimbursement within 4 weeks of the date of the expenditure. A reimbursement form must accompany all requests for reimbursement.

13. Contractors of NJTESOL/NJBE

- a. All contractors of the organization are hired, reviewed, renewed or terminated each year by the President and the Officers of the Executive Board. Contractors include Executive Director, Business Administrator, Technology Assistant, Technology Coordinator, Voices Editor, Conference Coordinator, Exhibitor Liaison, and others as needed.

- b. Annual review of all part-time contractors will occur in August in order to provide time to budget. Increase in stipends may be considered at this time.
- c. All contractors must provide information to the treasurer for income tax purposes.
- d. The Executive Director shall
 - i. have charge of conducting the business of the organization.
 - ii. make arrangements for all meetings of the Executive Board, and related associated committees, whether online or in person.
 - iii. develop, update, and publicize the mission and goals for NJTESOL/NJBE.
 - iv. Serve on the Budget Committee.
 - v. create and design professional learning experiences for New Jersey educators based on needs, interests, initiatives, etc. (e.g. one day conferences on specific topics such as Special Education, Student with Limited or Interrupted Education, early childhood, dual language, WIDA).
 - vi. Serve as editor of the annual publication of Voices. Work directly with the President, technology coordinator, and assistant to solicit articles for submission, review and edit accepted submissions for publication.
 - vii. attend and represent NJTESOL/NJBE at other professional organization meetings (e.g., NJPSA, NJDOE committees, and NJ State Board of Education meetings).
 - viii. attend the national TESOL and NABE conventions and represent NJTESOL/NJBE when feasible.
 - ix. develop an annual budget with the past-president, president, president-elect, Business Administrator, and treasurer for Board approval.
 - x. plan and prepare with the president and president-elect an annual Planning Retreat.

- xi. complete an Annual Report for the Executive Board to be presented at the Planning Retreat.
 - xii. advance the profile of NJTESOL/NJBE as appropriate and beneficial to the organization (e.g. with Superintendents, Schools boards, Politicians, NJEA, AFTNJ).
 - xiii. highlight or disseminate information about NJ ESL and bilingual/dual language programs based on best practices.
 - xiv. apply for or initiate grants or contracts with the NJDOE to increase income or benefit students and their families (e.g. organizing the Parent Expo).
 - xv. meet with legislators in Washington, DC during TESOL Advocacy Day in June.
 - xvi. attend all board meetings, assist spring conference team as needed, and be present at all spring conference meetings and events.
 - xvii. maintain an online shared folder of relevant documents.
 - xviii. be a voting member of the Executive Board.
 - xix. maintain membership in TESOL and NABE.
 - xx. perform other duties according to job description and contract.
- e. The Technology Assistant shall
- i. Assist the Technology Coordinator in maintaining the organizational GSuite, weekly newsletter production, annual Voices production.
 - ii. perform other duties according to job description and contract.
- f. The Technology Coordinator shall
- i. maintain the website of the organization, which includes updating the site.
 - ii. assist with the technical aspects of the online newsletter.

- iii. Manage the layout and production of the annual publication, Voices, and assign work to the technology assistant. Work directly with the Executive Director to create the publication.
 - iv. manage all forms relevant to the organization.
 - v. assist with technology at the Annual Conference.
 - vi. manage the PayPal account and coordinate this with the online forms.
 - vii. manage and co-moderate the hotlist.
 - viii. be a voting member of the Executive Board.
 - ix. maintain membership in TESOL or NABE.
 - x. perform other duties according to job description and contract.
- g. The Conference Coordinator shall
- i. organize the Annual Spring Conference under the direction of the Vice-President.
 - ii. coordinate with the Business Administrator, Technology Coordinator, and the Exhibitor Liaison.
 - iii. be a voting member of the Executive Board.
 - iv. maintain membership in TESOL or NABE.
 - v. perform other duties according to job description and contract.
- h. The Exhibitor Liaison shall
- i. initiate and maintain necessary contact with exhibitors relevant to our members.
 - ii. solicit sponsorships.
 - iii. invite exhibitors to attend Spring Conference and other relevant venues.

- iv. maintain records of exhibitor participation and tiered sponsorship levels of support.
 - v. order necessary materials.
 - vi. coordinate with lighting and decor, audiovisual, the Technology Coordinator, the Business Administrator, the Conference Coordinator, and the Vice-President.
 - vii. be a voting member of the Executive Board.
 - viii. maintain membership in TESOL or NABE.
 - ix. perform other duties according to job description and contract.
- i. The Business Administrator shall
- i. maintain all financial records relevant to the organization.
 - ii. maintain a database of all members and send notices regarding membership renewal.
 - iii. coordinate registration, presenters, and the booklet for the annual spring conference with the Technology Coordinator, the Conference Coordinator, and the Vice-President.
 - iv. Serve on the Budget Committee.
 - v. ensure that national affiliate dues are paid.
 - vi. perform other duties according to job description and contract.

14. Amendment of By-Laws

- a. After discussion, amendment of the By-Laws shall be made through vote by a two-thirds majority of the Executive Board members present at two consecutive Executive Board meetings. Notice of such changes shall be made public to the membership. By-Laws shall be reviewed annually at the Summer Retreat.

15. Method of Distribution of Assets on Dissolution

- a. Upon dissolution the assets of NJTESOL/NJBE shall be divided evenly between the National Association of Bilingual Educators (NABE) and Teachers of English to Speakers of Other Languages (TESOL). In the event that one of these should dissolve, the other would receive all the assets of NJTESOL/NJBE. In the event that both should have dissolved, the assets will be received by NJEA (New Jersey Education Association).