

**North Jersey Aquarium Society  
By-laws of the Constitution**

**Article I. Name**

This Society shall be known as: North Jersey Aquarium Society Inc.

**Article II. Duties of the Officers**

Section 1. President

A. It shall be the duty of the President to preside over all meetings at which he or she is present and to perform all duties pertaining to his or her office.

B. Refrains from any discussion pertaining to a motion on the floor unless his or her participation is requested by the majority of the members present.

C. Calls upon the Vice President to preside if he or she wishes to speak on a motion or to leave the chair.

Section 2. Vice President

A. Decides all parliamentary questions.

B. In the absence of the President, the Vice President shall perform the duties of the President.

C. If the President leaves office before the expiration of the current term, the Vice President shall assume the office for the remainder of the term. The Executive Board shall appoint a new Vice President. The appointee will take office once approved by the general membership at the next general meeting.

Section 3. Secretary

A. In addition to his or her regular understood duties, it shall be the duty of the Secretary to keep and record the minutes of the Society and all its meetings.

B. Shall be responsible for the notification of members about regular meetings and special meetings and conduct correspondence with other societies.

C. Shall have on hand for reference at all meetings a copy of "Robert's Rules of Order"

Section 4. Treasurer

A. In addition to his or her regular understood duties, the Treasurer shall receive and keep the funds of this Society in a checking account and pay out same according to the laws of the Society.

B. He or she shall make a monthly report of all receipts and disbursements.

C. He or she shall make cash disbursements as necessary, provided that such disbursements do not exceed the sum of Two Hundred Fifty Dollars (\$250), for the period between one regular meeting and the next.

D. Disbursements of over Two Hundred and Fifty Dollars (\$250) must be approved by the majority of the Executive Board at a regular Board Meeting.

E. The President or Treasurer shall sign all checks.

F. The Treasurer shall submit a detailed yearly summary of income and expenses at the annual meeting.

#### Section 5. Members at Large

A. There shall be up to six (6) Members at Large, each having one vote at Executive Board meetings.

B. The Members at Large shall represent club members at Board meetings. They shall assist the officers and committee members and provide assistance to the club and Executive Board as requested.

### **Article III. Duties of the Executive Board**

#### Section 1.

The Executive Board shall assume responsibility for the administrative functions, the business functions and the meeting programs of the Society.

#### Section 2.

The Executive Board shall execute an annual audit of the Treasurer's books and report thereon at the following regular meeting.

### **Article IV. The Board of Trustees**

#### Section 1.

The Board of Trustees shall consist of all Honorary Life Members in good standing.

#### Section 2.

They shall be kept informed of all Society transactions and disbursements through the distribution of the Treasurer's annual report.

#### Section 3.

The Executive Board shall appoint three Trustees to serve as a permanent Appeal Board to adjudicate any dispute, which is brought to their attention. The Appeal Board shall recommend to the Executive Board the action to be taken.

Should a dispute involve an officer who is a Trustee, the Executive Board shall replace said Trustee with another Trustee until the dispute is resolved.

### **Article V. Election of Officers**

#### Section 1.

All Officers and Members at Large shall be elected by ballot at the annual meeting in November and shall assume office on January 1 of the following year.

#### Section 2.

Members shall not be eligible for office until they have been an active member for at least one year.

#### Section 3.

No member shall hold the same office more than two years in succession with the exception of the Secretary, the Treasurer and the Members at Large. If no suitable candidate for President and/or Vice-President is available, the Executive Board with the approval of a majority of the Trustees may nominate the incumbent President and/or Vice President as a candidate for office.

#### Section 4

Should an Officer resign before new elections are held, the Executive Board shall appoint a member in good standing to temporarily assume the office. A vote will be held at the next regular meeting to approve the nomination.

Section 5.

At the Executive Board meeting prior to the annual meeting, the Executive Board shall select a slate of officers and will present said slate to the general membership in October.

Section 6.

Nominations from the floor will be accepted at the October meeting only.

Section 7.

The slate of officers shall be elected at the November meeting and shall assume office on January 1 of the following year.

Section 8.

If two members run for the same office and each receive the same number of votes, the President shall cast the deciding ballot.

Section 9.

If more than two members run for the same Office, and a tie exists, a run - off among those tied shall take place. If the winner still cannot be determined, the President shall cast the deciding ballot.

Section 10.

Proxy votes may be submitted by mail or through the Internet. The President and the Vice President shall supervise the counting of ballots.

**Article VI Membership**

Section 1

There shall be seven (7) classes of membership.

A. Individual

Any individual sixteen (16) years of age and older may be a member of this Society.

B. Lifetime

An individual member making a one - time payment so that he or she shall be a member for the remainder of his or her life.

C. Family

Parent(s) and their children under sixteen (16) years of age.

D. Junior

A member under the age of sixteen (16) attending meetings on his or her own. Such membership requires written approval by a parent or Guardian.

E. Corresponding

Any individual interested in this Society but not able to attend regular meetings. Corresponding members shall receive the Society's correspondence but shall not have a vote.

F. Honorary

Honorary members shall be kept on the membership roll for two years. The Executive Board decides as to whether or not an Honorary member has actually contributed to the welfare of the Society or not. If the Executive Board decides that the member has not contributed to the welfare of the Society, he/she will be struck from the roll. An Honorary member does not have to be a member of the Society.

#### G. Honorary Life

An Honorary Life Member must be an active member in good standing at the time of appointment. All Honorary Life Members are appointed to the Board of Trustees. Honorary Life membership must be approved by the majority of the Executive Board at the time of appointment. Requirements to be considered for Honorary Life Membership are:

- Member in good standing for five (5) consecutive years
- Serve on the Executive Board for three (3) years
- Chair a major event or function
- Be nominated by a member of the Executive Board
- Make a significant contribution to the aquarium hobby

#### Section 2. Discipline

Any member not acting in the best interests of the Society may be dropped from the membership rolls and discharged by a two-thirds vote of the membership present at a regular meeting. A member making such a charge against another member must present his/her case to the Executive Board where it will be reviewed and thereupon presented to the general membership at a regular meeting for a decision.

### **Article VII Dues**

#### Section 1.

Dues shall be paid at the beginning of the calendar year.

- A. Individual -- Twenty-five dollars (\$25)
- B. Lifetime -- Two Hundred Fifty dollars (\$250)
- C. Family -- Thirty-five dollars (\$35)
- D. Junior -- Fifteen dollars (\$15)
- E. Corresponding -- Twenty dollars (\$20)
- F. Honorary and Honorary Life members do not pay dues.

#### Section 2.

Any member who is delinquent ninety (90) days in paying his or her dues will be notified. There will be a period of thirty (30) days to pay his/her dues. If not paid, the member may be dropped from membership.

#### Section 3.

Dues may be changed as necessary by a majority vote of the Executive Board.

### **Article VIII Committees**

#### Section 1.

All committee chairpersons and officers shall have one vote at Executive Board meetings regardless of the number of committees chaired or positions held.

#### Section 2. Committees

##### A. Membership Committee

Keeps an updated mailing list and generates mailing labels. Keeps a record of all membership applications and notifies members when dues must be paid.  
Keeps a record of all guests that attend the Society's meetings or functions for possible mailings.

#### B. Meeting Committee

Contacts appropriate person regarding meeting hall confirmation and special needs for monthly meetings.

Arrives at the meeting hall early to set-up as necessary.

Arranges for refreshments.

#### C. Publicity and Marketing Committee

Responsible for advertising special events and club activities.

Acts as the contact person for magazines and local newspapers and keeps a list of contact for future reference.

Greets new members and visitors at each monthly club meeting

Sends out information booklets to those people who are interested in the Society.

#### D. Club Liaison and Exchange Committee

Receives newsletters from other clubs.

Keeps the membership informed of outside club activities when necessary.

Forwards NJAS announcements to other clubs.

#### E. Reporter Editor

Receives articles and puts together the format for the *Reporter*.

Mails the *Reporter* according to schedule.

#### F. Programs Committee

Contacts, schedules, and arranges transportation for guest speakers for monthly meetings.

Keeps a list of potential speakers for future reference. Is prepared with an alternate speaker in the event of a cancellation.

Researches and schedules speakers based on feedback from the general membership.

Advises the *Reporter* Editor of scheduled speakers for publication.

#### G. Breeders Award Program (BAP) Committee

Keeps a record of all fish submitted for BAP points and members accumulation of such.

Arrives at meetings early to sign in fish and other items for auction.

Uses judgment and knowledge of fish to accept/reject any fish.

Submits BAP standings to the *Reporter* Editor for publication.

Ensures that BAP regulations are followed at all times.

#### H. Constitution and By-laws Committee

Receives from any member any suggested changes and presents them to the Executive Board.

Recommends to the Executive Board any changes, which will increase the effectiveness of the activities of the Society.

Keeps a copy of the Constitution and By -laws readily available.

#### I. Growers Award Program (GAP)

Keeps a record of all aquatic plants submitted for GAP points and members accumulation of such.

Arrives at meeting early to sign in GAP plants

Uses judgment and knowledge to accept/reject any plant.

Submits GAP standings to the *Reporter* Editor for publication.

Ensures that all GAP regulations are followed.

#### J. Historian

Keeps and updates an archive of the Society's past.

#### K. Sunshine Committee

Sends flowers, cards, gifts on behalf of the Society.

L. Mailbox Committee

Checks the Society's Post Office box regularly and reports the contents to the Executive Board for distribution to the appropriate parties.

M. Website Committee

The Webmaster shall maintain the Website and keep it up-to-date.

The Webmaster shall make changes in content as needed or as recommended by the President and/or/ Executive Board.

N. Pet Store Liaison

Keeps a list of pet stores.

Contacts stores to promote and advertise the Activities of the NJAS. Distributes flyers and other information

Solicits advertisements and donations when required.

O. Sales Committee

Sells club merchandise at auctions, shows, and other functions as designated by the Executive Board.

Section 3.

The President shall appoint all committee chairpersons. The President with the approval of the Executive Board may replace chairpersons.

Section 4

The President shall have the authority to appoint a Co-Chairperson to any committee.

Section 5.

The President shall have the authority to appoint a temporary committee. The purpose and duration of the committee must be clearly stated.

Section 6

All committee chairpersons must submit a monthly report at the monthly Executive Board meeting. If the Chairperson cannot attend the meeting, the report may be submitted by proxy or to the President before the meeting.

**Article IX Alterations and Amendments**

Alterations and amendments to the By-laws may be made at a regular meeting, provided that the publication of such changes are given to each member before the meeting, and also provided that said change is confirmed by a two-thirds vote of the members present at the meeting .Any alterations or amendments must first be approved by the Executive Board.

## **Article X Order of Business**

Call to order by the presiding officer

Reading of the minutes of the previous meeting by the Secretary, corrections if any, vote of acceptance.

Reading of correspondence by the Secretary

President's report

Treasurer's report

Committee reports

Good and Welfare

Unfinished business

New business

Program of the day

Auction and raffle

Adjournment

## **Article XI Parliament Authority**

The rules contained in "Roberts Rules of Order" shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the by -laws or special rules of order of this Society.

Retyped with minor revisions January 2009

Fred Sharpell

Chairman