

AESNJ Constitution

Article I:

NAME, MISSION STATEMENT, AND PURPOSE

Section 1: Name

The organization shall be known and cited as the Alliance of Educational Opportunity Fund Students of New Jersey, hereinafter referred to as AESNJ.

Section 2: Educational Opportunity Fund Professional Association of New Jersey

This organization shall operate under the umbrella of the Educational Opportunity Fund of New Jersey' student development and leadership program hereinafter referred to as EOFPANJ.

Section 3: Mission Statement

The Alliance of Educational Opportunity Fund Students of New Jersey (AESNJ) leadership is a community of New Jersey College students enrolled in the Commission of Higher Education campus based Educational Opportunity Fund Programs. The mission of AESNJ is the development of strategies and programs which strengthen the social, political, economic, intellectual, and spiritual welfare of EOF students operating under the guidance and direction of the New Jersey Educational Opportunity Fund Professional Association (EOFPANJ).

Section 4: Purpose

Under the guidance and direction of EOFPANJ as represented by the parent organization's Student Development and Leadership program, AESNJ will pursue the following purposes:

- Strengthen the ability of EOF Programs and their host institutions in gaining the necessary resources to improve their effectiveness in meeting the needs of EOF students
- Provide leadership training opportunities for EOF students and others, which enhance self-empowerment, and the ability to relate to and work with others
- Exercise social responsibility through community service and public education initiatives
- Actively network with youth leadership organizations which may be college, high school, or community agency based in promoting community development initiatives.

AESNJ will seek to accomplish these purposes by:

- Demonstrating leadership of the organization, ascertaining EOF student concerns, serving as a liaison between EOF students across the state, serving campus based programs and events/meetings at the hosting intuitions.
- Advocating on matters of funding for the EOF program, legislation, and the policy decisions which impact the affordability of higher education and the quality of supportive services.
- Participating in community service activities involving health, educational, environmental and civil/human rights in the community
- Sponsoring leadership-training initiatives in the areas of self management and organizational skills, which will prepare the EOF student community to assume leadership roles within their communities.

- Assessing other youth/student organizations in mutual support in one another's activities which address the general purposes of AESNJ and that particular organization.

Article II:

ORGANIZATIONAL GOVERNANCE

Section 1: Membership

The membership of AESNJ shall be open to all students enrolled under the auspices of the Educational Opportunity Fund program at a New Jersey institution. The current AESNJ executive board and the advisors will select nominated candidates to become part of the AESNJ executive board for the following academic year based on Article III.

An executive board member in good standing is evidenced by the following:

- a. Commitment and full responsibility to their position.
- b. Consistent attendance to all physical meetings and phone conferences.
- c. Attending all events and community services throughout the year with the exception of emergency related issues.

Section 2: The Administrative Body

The administrative body of AESNJ shall be known as the Executive Board.

Section 3: Composition of the Executive Board

The executive board shall be comprised of eleven officers which include: Chairperson, Vice Chairperson, Administrative Specialist, Community Relations Specialist, Service and Opportunity Benefits Specialist, Fiscal Officer, AESNJ Representative, Public Sector Representative, Private Sector Representative, 2 Year Community College Sector Representative, and Parliamentarian.

Section 4: Powers of the AESNJ Executive Board

The executive board shall have the supreme oversight in all matters pertaining to the organization as interpreted in this constitution.

The executive board shall be vested with the power to legislate and supervise the constitution. All constitutional revisions must be approved by a 2/3 majority of the executive board.

The executive board is vested with the power to approve the organization budget and regulate dues.

The executive board shall perform such duties and discharge such responsibilities as may be provided for in other Articles of this constitution.

The executive board of AESNJ may call special meetings at any time by its own motion and initiative. The chairperson of AESNJ, must, upon receipt of the written application of one quarter of the members in good standings/or voting members call a special meeting. Notice of special meetings shall be sent to all members and shall indicate the purpose for which the meeting is being called.

Article III

SELECTION OF OFFICERS

Section 1: Selection Procedures for new members and returning members

New and returning candidates must complete an AESNJ application by May 1st to aesnj2010@gmail.com

Applications shall be reviewed by the AESNJ Executive Board and advisors within two weeks after the submission deadline.

An interview process shall take place following the two weeks application submission for the selected applicants. The official election slate will be released when all candidates are deemed eligible and approved by the Election Committee. The candidate receiving the largest number of votes at the closure of balloting shall be declared elected to the respective Executive Board position.

Candidates shall be notified with a written notice of their membership as it concerns to the AESNJ Board.

If there is an issue in question, the potential candidate will be directly contacted by the Election Committee to clarify anything that may prohibit the candidate's eligibility.

Section 3: Installation of Selected Executive Officers

All executive elective officers shall begin office on the 1st of June of the election year, and be announced to the membership by the 30th day of May. In the interim between elections and inductions, the incumbent officers will be required to provide the necessary resources to the newly elected officers to ensure a smooth transition.

Any vacancies occurring during the year of any Officer shall be filled by appointment of the association members. Any officer may be removed from office for cause by a majority of vote of the voting members.

Section 4: Tenure of Selected Executive Officers

1. The Chairperson shall serve a term of two years. He/She may not serve as president for more than 4 consecutive years.
2. The Vice Chair shall serve a term of two years. He/She may not serve as vice president for more than 4 consecutive years.
3. Administrative Specialist, Community Relations Specialist, Service and Opportunity Benefits Specialist, Fiscal Officer, AESNJ Representative, Public Sector Representative, Private Sector Representative, 2 Year Community College Sector Representative, and Parliamentarian shall serve a term of one year. The tenure of the officers shall not be limited.

Article IV

DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

Section 1: Chairperson

The executive board chairperson shall be the chief executive officer of the alliance. The chairperson shall preside over all general membership and executive board meetings, AESNJ conferences or any other executive board meetings that may be called.

The chairperson shall have the authority to appoint committees once his/her recommendations have been approved by the executive board. The chairperson shall have, with the concurrence of a simple majority vote of the executive board members, the authority to appoint members to fill vacant executive board positions. The chairperson will be the official representative to communicate with other professional groups, organizations, and educational institutions.

After a vote for any amendment or application of the AESNJ constitution, the chairperson shall interpret the constitution and by-laws of AESNJ and either accept or veto the decision of the executive board members. The president's decision shall be final, except upon an objection being raised and sustained by a $\frac{3}{4}$ vote of the general membership.

The chairperson shall have the power to cause an Executive Order, only in such instances that it is apparent that the Association's welfare is in jeopardy. The Executive Order must be a declaration in the best interest of the alliance, and can only be implemented if circumstances are such that leaving said action to normal legislative procedures would have the effect of condoning improper actions or cause extreme hardship or detriment to the alliance.

The chairperson shall prepare with the assistance of the executive board an annual report which will present information on the alliance's activities, fiscal condition, and progress/fulfillments of the goals and objectives. This report will be made available to the General Membership. The report is to be completed at the end of the spring semester in May.

Section 2: Vice Chairperson

The executive board vice chairperson shall assume the powers of the president in his/her absence. If the president cannot complete his/her term, the vice president shall assume the presidency, at which time he/she will appoint a new vice chairperson who must be approved by a simple majority vote of the executive board members.

The vice chairperson shall oversee all committees created by the president. The vice chairperson shall perform other such duties as may from time to time be assigned by the executive board chairperson and shall act on the chairperson's behalf when so requested.

Section 3: Administrative Specialist

The administrative specialist is the official record keeper of all executive board minutes and proceedings. The administrative specialist will receive all minutes and proceedings of all sub committees established by the chairperson, record the minutes and shall make all records available to the General Membership. The administrative specialist shall also take attendance at all meetings of the executive board and general membership.

He/she shall keep on file all records, reports, correspondence and information necessary to the function and purpose of the organization. He/she shall prepare such reports as the association may direct.

One week before the scheduled meeting, the administrative specialist shall send the minutes of the previous meeting to all executive board members via email. If the chairperson for any given reason asks the administrative specialist to send the minutes or any document before hand for any additional information added or pre-approval, he/she shall do so.

Section 4: Fiscal Officer

The fiscal officer will be responsible for receiving all revenue monies. He/she shall chair the fundraising committee. Shall be responsible for collecting all fees associated with activities of the alliance and any other purchases such as business cards etc.

Officer shall prepare all required invoices for all revenues collected. He/she shall be responsible for the proper accounting and safeguard of all monies, funds and securities of the alliance.

Officer shall submit a detailed accounting auditing report on a monthly basis to the executive board and makes a written annual financial report available to the general membership. Shall account for and collect all prescribed payments made to the association. Shall be responsible for keeping permanent records of all funds and expenditures, and make an annual financial report at the end of the spring semester in May. He/she shall also present a proposed budget for the upcoming year by the end of the summer in August.

All disbursement in any manner must be approved by a majority vote of the executive board members and co signed by the executive board chairperson and/or vice chairperson.

Section 5: Relations Specialist

The Community Relations Specialist shall be responsible for the preparation, publication, and dissemination of information as directed and approved by the executive board. He/she shall be in charge creating flyers and publicizing our conferences, community service events, and any other social events etc.

Shall be the person who creates facebook events, inviting and adding people to the AESNJ group and advertises through any other media approved by the committee. He/she shall serve as the chair for the fundraising committee.

Section 6: Parliamentarian

Shall be responsible to ensure all meetings are conducted by Robert's Rule of Order (latest edition). Shall call the meeting to order and adjourn the meeting. Shall announce motion on the floor. Shall tally up final votes on the floor.

Section 7: Service Opportunity Benefits Specialist

The service opportunity benefits specialist shall establish/maintain a community service directory/data bank which identifies public and non-profit agencies, advocacy groups, and professional associations for the purpose of identifying volunteer service opportunities for AESNJ and AESNJ chapters.

He/she shall serve as the AESNJ liaison to organizations presenting volunteer service opportunities. Shall recommend methods and strategies for providing program/activities, which recognize membership contributions to the fulfillment of the AESNJ mission, these may include awarding of mini-grants to chapters based on special projects, academic and leadership scholarships, community service awards, and awards granted based upon exemplary educational and legislative advocacy efforts. He/she must serve as the chair of the community service committee.

Section 8: Public Sector Representative

The public sector representative shall be in communication and informed with any events the public university with AESNJ chapters have. He/she must communicate all public institution of AESNJ events and community services. The public sector representative shall arrange dates and times for AESNJ members to host workshops and meetings at the public universities.

He/she shall help reestablish or establish AESNJ chapters at the public universities within the EOF community that do not have a chapter. Shall also provide executive board with a monthly report on updates with AESNJ chapters and/or reestablished or established chapters. The report should include a list of the chapters and their contact information which can be kept under the account of AESNJ and can be updated as necessary.

Section 9: Private Sector Representative

The private sector representative shall be in communication and informed with any events the private university with AESNJ chapters have. He/she must communicate all private institution of AESNJ events and community services. Shall arrange dates and times for AESNJ members to host workshops and meetings at the private universities. He/she must help reestablish or establish AESNJ chapters at the private universities within the EOF community that do not have a chapter.

Section 10: Two Year Community College Representative

The private sector representative shall be in communication and informed with any events the 2 year community college, university with AESNJ chapters have. He/she shall communicate all 2 year community college institution of AESNJ events and community services and must arrange dates and times for AESNJ members to host workshops and meetings at the 2 year community college universities. He/she is also responsible is to help reestablish or establish AESNJ chapters at the 2 year community college within the EOF community that do not have a chapter.

Section 11: AESNJ Representatives

The AESNJ representatives shall perform all duties and tasks as assigned by the chairperson and/or vice chairperson. If any executive board member is impeached from their position, upon a formal voting procedure the representative will be nominated to fill in that position.

Article V

COMMITTEES

Section 1:

The Chairperson shall have the power to appoint committees as necessary to implement the purposes of the organization such as committees for fundraising, housing, public relations, data collection, etc.

These committees shall have the power and duties designated by the Chairperson, and shall give advice and make non-binding recommendations to the Board.

Article VI

MEETINGS

Section 1: Procedures

All executive board meetings will be conducted in accordance with Robert's Rules of Order (latest edition). When the Robert's Rules of Order conflict with the alliance's constitution and/or by-laws, the constitution and/or by-laws of AESNJ shall govern.

The procedures of all Sectors shall, as closely as possible, imitate those of the Executive Board. However, no distinctions shall be made for executive members' powers other than those required in order to fulfill their responsibilities.

Section 2: Attendance

Attendance shall be taken by the Recording Secretary at the executive board and general membership meetings. All sectors will also take attendance at their meetings.

There must be a quorum of no less than $\frac{1}{2} + 1$ of the voting members for all entities within the alliance structure for an official meeting to take place where voting is conducted.

If a member misses 3 in one semester, the impeachment process will be initiated.

If a member misses 2 meetings in one semester, the person shall receive a written warning.

A majority of board members constitutes quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting and re-schedule for another date.

Section 3: Tardiness

Members shall be on time to all meeting/phone conferences, and events. If the executive board member is late without proper notice, he/she will be given a warning. 3 or more tardiness will result in one absence.

Article VII

IMPEACHMENT PROCEDURES

Section 1: Rules and Regulations

In order to begin impeachment procedures, an executive board member, in good standings, must set-forth in writing the reasons for impeachment to the executive board. A copy of the indictment must be forward to the affected executive board member within five business days after receipt by the chairperson. Within ten days of their receipt of the indictment, the affected executive member has the right to formally rebut their accuser in writing. (20) Twenty days after proper notification impeachment procedures must begin with or without a formal rebuttal. A chairperson appointed sub-committee shall review a formal appeal brought forth by the impeached member. A two thirds dismissal vote from the executive board is required for an executive board member to be impeached.

Actions which qualify as grounds to begin impeachment procedures are:

- a. Illegal activity which is proved in a court of law.
- b. Acts which bring down the integrity of the executive board and/or of the Alliance name.
- c. Failure to fulfill the responsibilities of the respective position and any other such circumstances which bring to question the commitment of the executive board member.
- d. Habitual missing of meetings without justified cause.

Article VIII

AMENDMENS TO THE CONSTITUTION

Section 1: Voting

Any member of the AESNJ or EOFPANJ Board may request an amendment to the By-Laws of the AESNJ Constitution.

All requests shall be made in writing to the Chairperson. These requests shall be announced to the entire Board members at least one week in advance. At the next meeting, the amendment shall be called to a vote.

Section 2: Voting

This constitution shall be amended by a vote of no less than $\frac{1}{2} + 1$ of the voting members in good standing present at any meeting provided quorum is present.

Date Revised: March 3, 2011