

PROBATION ASSOCIATION OF NEW JERSEY

CONSTITUTION AND BY-LAWS

Revised November, 2022

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PREAMBLE

We, the members of the Probation Association of New Jersey, believing it to be within the public interest to improve our services to the citizens of this state do hereby;

Commit ourselves to the improvement of probation and court related services by fostering the development of appropriate knowledge, skills, resources and legislation for the most effective and efficient service delivery system possible.

In order to achieve these ends, and to enhance the professional and economic status of probation and court service personnel and to secure the confidence and respect of the citizens of this state we commit ourselves.

To accomplish the above stated aims, we, the members of the Probation Association of New Jersey, do hereby adopt this Constitution.

ARTICLE I

Official Title and Organizational Status:

1. The name of the Association shall be the Probation Association of New Jersey, and shall be referred to hereinafter as PANJ.
2. PANJ is incorporated as a non-profit organization under the laws of this state.
3. The duration of PANJ shall be perpetual.

ARTICLE II

Goals and Functions:

The goals and functions of PANJ are to:

1. Improve the economic, professional and personal welfare of members through studies and legislation.
2. Advance progressive and uniform probation and court related services throughout the state in the pre- and post-dispositional status.
3. Uphold and provide a high standard of training for maintaining professionalism of our personnel.
4. Promote public awareness and acceptance of probation and court related services of our members.
5. Serve as advocates for career development, education advancement and the establishment of safe working conditions.
6. Act as the official bargaining agent to promote improved salaries and other terms and conditions of employment for probation officers, other professionals in the case related field, and supervisory professionals in the judiciary.

ARTICLE III

Methodology:

PANJ shall seek to obtain its goals and objectives via the following means:

1. Convening of the annual PANJ Training Institute and any other meetings/conferences which may be beneficial to PANJ.
2. Preparation and distribution of publications.
3. Maintenance of a centralized source for information.
4. Maintaining a liaison with the State Legislature to keep abreast of bills in the Legislature affecting probation.

ARTICLE IV

Membership:

Section 1 There shall be three (3) classes of membership as follows:

A. ACTIVE - Any employee holding a title in a unit represented by PANJ shall not be refused membership in a local organization affiliated with PANJ. To be eligible for Active Membership in PANJ, one must be employed in a position in the State of New Jersey within the judicial system and pay 100 percent prescribed monthly dues. Active Members in good standing are those not expelled, under order of suspension, owing any portion of a fine, or delinquent in dues.

Active Members are entitled to vote at all general membership meetings, subject to the limitations contained in Article IX of the By-Laws, and receive PANJ literature and benefits. No member shall be eligible to be nominated or hold any executive office in PANJ unless he/she has been an Active Member in good standing of PANJ for a period of three (3) years immediately prior to the election.

B. ASSOCIATE - Any member of the general public shall be eligible for Associate Membership. Associate Members may not vote or hold elective office within PANJ but are entitled to all other rights and privileges. Associate Members shall pay prescribed annual dues.

C. HONORARY - Honorary Membership may be conferred upon any member of the general public, and any Active Member who retires in good standing with this Association.

Honorary Members shall not vote or hold elective office.

Section 2 All Associate and Honorary Memberships must be approved by the PANJ Executive Board.

Section 3 Those members of the judiciary who are members of bargaining units represented by PANJ, but are not Active Members, will be excluded from holding elective office, voting and are entitled to only those benefits as determined by the Executive Board.

ARTICLE V

Officers and Executive Board:

Section 1 The Officers of this Association shall be as follows:

President
First Vice President, Case-Related Professional Unit
First Vice President, Professional Supervisors Unit
Second Vice-President
Northern Regional Vice President, Professional Supervisors Unit
Central Regional Vice President, Professional Supervisors Unit
Southern Regional Vice President, Professional Supervisors Unit
Northern Regional Vice President, Case-Related Professional Unit
Central Regional Vice President, Case-Related Professional Unit
Southern Regional Vice President, Case-Related Professional Unit
Recording Secretary
Financial Secretary
Treasurer
Parliamentarian
Sergeant-at-Arms

Section 2 The term of office for all elected officers shall be three (3) years.

Section 3 The Executive Board of PANJ shall consist of:

- A. The elected officers under Section 1 of this Article.
- B. Nine (9) regional representatives who shall be selected in accordance with Article VI of the By-Laws.
- C. Presidents of PANJ locals elected pursuant to its requirements or their

designees recognized by PANJ provided they are Active Members in good standing with PANJ.

D. The Past President of PANJ shall be deemed an ex-officio non-voting member of the Executive Board for a period of three (3) years after the expiration of his/her presidency provided he/she is an Active Member during this period.

Section 4 A. A Business Manager shall be appointed by the PANJ President and approved by the Executive Board and serve at the pleasure of the Board. He/she shall receive an annual honorarium of \$1,750.00. This position shall have no vote on the Executive Board and shall be approved for appointment for a term in office consistent with the General Election by the Executive Board.

B. A Health and Safety Officer shall be appointed by the PANJ President and approved by the Executive Board. This person shall serve at the discretion of the President and shall receive an annual honorarium of \$1,250.00. This position shall have no vote on the Executive Board and shall be approved for appointment annually by the Executive Board.

C. A PANJ Legislative Liaison shall be appointed by the PANJ President and approved by the Executive Board. This person shall serve at the discretion of the President and shall receive an honorarium of \$1,250.00. This position shall have no vote on the Executive Board and shall be approved for appointment annually by the Executive Board.

D. A PIPC Chairperson shall be appointed by the PANJ President and approved by the Executive Board and serve at the pleasure of the Board. He/she shall receive an annual honorarium of \$1,250.00. This position shall have no vote on the Executive Board and shall be approved for appointment for a term in office consistent with the General Election by the Executive Board.

Section 5 The following honoraria shall be provided per year, to be paid at the initial Executive Board meeting of the following year and prorated if the full term of office is not complete:

President	\$ 4,500.00
First Vice President, Case-Related Professional Unit	\$ 3,500.00
First Vice President, Professional Supervisors Unit	\$ 3,500.00
2nd Vice President	\$ 3,100.00
Northern Regional Vice President, Professional Supervisors Unit	\$ 2,250.00
Central Regional Vice President, Professional Supervisors Unit	\$ 2,250.00
Southern Regional Vice President, Professional Supervisors Unit	\$ 2,250.00
Northern Regional Vice President, Case-Related Professional Unit	\$ 2,250.00
Central Regional Vice President, Case-Related Professional Unit	\$ 2,250.00
Southern Regional Vice President, Case-Related Professional Unit	\$ 2,250.00
Recording Secretary	\$ 2,250.00
Financial Secretary	\$ 2,250.00
Treasurer	\$ 2,250.00
Parliamentarian	\$ 1,000.00
Sergeant-at-Arms	\$ 950.00
Regional Representatives (North)	(each) \$ 500.00

Regional Representatives (Central)	(each) \$ 500.00
Regional Representatives (South)	(each) \$ 500.00

Section 6 All regional representatives on the Executive Board shall be required to attend, in person, at least two-thirds (2/3) of the scheduled meetings of the Executive Board per calendar year. Absent good cause shown, failure to comply with the minimum annual attendance requirement shall be cause for removal by the President with the consent of the Executive Board and may subject the regional representative to a reduction or elimination of the annual honoraria.

Section 7 The offices of President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian, and Sergeant at Arms shall be filled by elections of all active members in the Professional Case-Related Unit and the Professional Supervisory Unit who are in good standing as set forth herein.

The office of First Vice President Case-Related Professional Unit shall be filled by election of all active members in good standing of the Case-Related Professional Unit. Since the former office of the First Vice President is abolished as of January 1, 2008, the incumbent in that position as of December 31, 2007, shall become the First Vice President Case-Related Professional Unit. This position is intended to be a full time position on a Leave of Absence.

The office of First Vice President Professional Supervisors Unit shall be filled by election of all active members in good standing of the Professional Supervisors Unit. This title is changed from the former title of the Vice President Supervisors.

The office of Northern, Central and Southern Vice Presidents Case-Related Professional Unit and the Professional Supervisors Unit shall be filled by active members in good standing from their respective regions and units. This title is changed from the office of Northern, Central and Southern Vice Presidents Line and Supervisors to the office of Northern, Central and Southern Vice Presidents Case-Related Professional Unit and the Professional Supervisors Unit.

The offices of Northern, Central and Southern Regional Representatives Case-Related (6) shall be appointed by the President.

The offices of Northern, Central and Southern Regional Representatives Supervisors (3) shall be appointed by the President.

Section 8 In order to qualify for the offices of President, First Vice President Case-Related Professional Unit, First Vice President Supervisors Unit and Second Vice President, the Active Member must be a member in good standing for at least five years, in addition to serving in a position set forth in Article V, Section 3, Subsections A, B or C, for three years prior to said election.

Section 9 The salary of a full-time President shall be the same as what the President is currently receiving or greater if so determined by the Executive Board. The salary of the First Vice Presidents shall be equivalent to the salary he/she received in their full-time employment position in the respective unit or greater if so determined by the Executive Board.

ARTICLE VI

Amendment Procedures:

Section 1 Any Active Member in good standing may offer an amendment to the Constitution and/or By-Laws by submitting the proposed amendment, in writing, to the Parliamentarian.

Section 2 The Parliamentarian shall take the proposed amendment to the Governance Committee and shall review and modify the proposed amendment, which will then be presented to the Executive Board for debate and vote on whether to recommend to the general membership the adoption of the amendment. Only those amendments receiving a recommendation of adoption from at least 40% of the Active Members present shall be presented to the general membership.

Section 3 After the Executive Board votes on a recommendation to adopt an amendment, a General Membership meeting shall be convened within six (6) months of the Board's vote. The amendment shall be considered at this meeting and must receive a two-third (2/3) affirmative vote of the Active Members in attendance in order to be adopted.

ARTICLE VII

Locals:

Section 1 Each local's constitution and by-laws shall not conflict with the Association's Constitution and By-Laws.

Section 2 Each local shall furnish a copy of its constitution and by-laws to the Association's Recording Secretary. If the local's constitution and by-laws are subsequently amended, the local shall furnish a copy of the amended constitution and by-laws to the Association's Recording Secretary.

Section 3 Local officers must be Active Members in good standing to hold a position in a local office.

Section 4 PANJ shall have the ability to review the financial records of any Local to maintain the integrity and transparency of the organization.

BY-LAWS

ARTICLE I

Rules of Order:

Robert's Rules of Order for parliamentary proceedings shall be used as a guide to govern meetings and debate except when in conflict with the Constitution/By-Laws or an established policy of PANJ.

ARTICLE II

Interpretation of Constitution:

In the event that there be any question as to the interpretation of this Constitution or the By-Laws, the decision of the Executive Board shall be final.

ARTICLE III

Duties of Officers:

Section 1 The President shall be responsible for the overall guidance and direction of the Association. He/she shall be Chairperson of the Executive Board and eligible to vote in cases of a tie. The President, in consultation with other officers, has authority to act on emergent matters subject to subsequent approval of the Executive Board. He/she shall make any interim appointments to all vacancies until such time as a regularly scheduled election can be held. He/she shall appoint the Chairpersons of all standing and special committees, unless otherwise provided herein. The President shall also appoint all members of these committees or may delegate this responsibility to the Chairperson of each committee. With the exception of the Election Committee, the President shall be an ex-officio member of all committees.

Section 2 The First Vice President Case-Related Professional Unit shall convene and serve as co-chair of the Legal Committee. He/she shall chair the Case-Related Professional Unit Negotiation Team and will serve on the Discipline Committee. He/she shall assist the President in achieving the goals of the Association, unless otherwise set forth in the Constitution or By-Laws or by the President. He/she shall serve the Active Members of the Case-Related Professional Unit.

Section 3 The First Vice President Professional Supervisor Unit shall convene and serve as co-chair of the Legal Committee. He/she shall chair the Supervisors Negotiation Team and will serve on the Discipline Committee. He/she shall assist the President in achieving the goals of the Association, unless otherwise set forth in the Constitution or By-Laws or by the President. He/she shall serve the Active Members of the Professional Supervisors Unit.

Section 4 The Second Vice President shall serve as Chairperson of the Finance Committee. He/she shall oversee the financial operations of PANJ, review all incoming bills and present them to the Executive Board for approval of payment. He/she shall assist the President and (First) Vice Presidents in achieving the goals of the Association. He/she will also be responsible for coordinating an annual audit.

Section 5 The Northern Regional Vice President, Central Regional Vice President, and the Southern Regional Vice President, from the Professional Supervisors Unit and Case-Related Professional Unit shall be an active member in good standing of their respective regions and must be nominated from the region or unit to be represented. They shall primarily help, aid, and assist any and all locals within their region or unit. They shall also render such duties as mandated upon request by the Executive Board.

Section 6 The Recording Secretary shall keep a record of proceedings of all meetings. The minutes of the Executive Board shall be distributed to all Executive Board members at the next Board meeting. He/she shall perform all other duties as specified. He/she shall transmit to his successor the official records of the Association including a copy of the Constitution and By-Laws.

Section 7 The Financial Secretary shall maintain the financial records of PANJ. He/she will prepare the monthly financial report and distribute such at each Executive Board meeting.

Section 8 The Treasurer shall collect all monies payable to the Association, keep a record thereof and make disbursements upon the approval of the Executive Board. Monies in excess of disbursement shall be deposited in a bank approved by the Executive Board. He/she will also be responsible for reporting any delinquencies by Active Members and Locals, taking steps to send out delinquency notices to such members and/or Locals.

Section 9 The Parliamentarian will be responsible for ensuring that all meetings are conducted in accordance with Robert's Rules of Order and the PANJ Constitution/By-Laws. Rulings of the Parliamentarian shall be rendered at the request of the Presiding Officer or the Executive Board.

The Parliamentarian will serve as Chairperson of the Governance Committee and will receive and present any proposed amendments to the Constitution or By-Laws.

Section 10 At the request of the Chairman, the Sergeant-at-Arms shall ensure proper decorum at all meetings but shall not infringe on a member's freedom of speech. He/she shall be responsible for securing PANJ meeting (in person and or remote) places, seating arrangements and name plates/tags.

Section 11 The Legislative Liaison shall chair the Legislative Committee. This Committee shall consist of seven members plus the President and both Units shall be represented. The Committee shall meet as often as determined by the Chairman and/or President or a majority of the members a minimum of twice annually. The Chairman shall report to the Executive Board monthly, of initiatives, events, and activities of the Committee. The Chairman shall recommend to the President with notification to the Executive Board the Committee's recommendations for participation in Political functions and events inclusive of fund raisers deemed beneficial to PANJ membership. The Chairman when deemed necessary shall conduct polls of membership regarding the direction of pending legislation and/or proposed legislation. The Chairman shall coordinate meetings and political activities with lobbyist(s) on a regular basis. All such activities shall be coordinated with the President and reported to the Executive Board.

ARTICLE IV

Vacancies of Statewide Office:

The vacancy of the Presidency upon death, permanent incapacitation, resignation or other permanent leave of office shall be opened to any interested Executive Board member in good standing. The Recording Secretary will schedule a special emergency meeting of the Executive Board within 5 days of the Presidency becoming vacant. The Recording Secretary will request any interested Executive Board member to submit their name for consideration prior to the special emergency meeting. All eligible Active Members that submitted their name will be presented at the special Executive Board meeting. The eligible Active Member must receive 50% plus one of the voting members present to be elected to the position. If the initial vote is unsuccessful, a new vote will be conducted until the above-referenced voting requirement is met. The Active Member that is elected to the position will serve in the position of President until the prior President's term expires. Upon expiration of the prior President's term, a General Election will be held.

ARTICLE V

Discipline of Members:

Section 1 Scope.

Any member may be subject to discipline according to the procedures set forth in this Article. Such discipline includes, but is not limited to, the following:

- A. Censure, fine, suspension, expulsion, or removal from office.
- B. Any decision rendered by virtue of this Article is final.
- E. Any procedure not enumerated within this Article shall be conducted pursuant to Robert's Rules of Order.

Section 2 Offenses.

The following shall constitute offenses the commission of which shall, but not exclusively, subject any officer or member of the Association to disciplinary action as set forth in this Article.

- (a) Violating any provision of the Constitution or By-Laws of the Association or failure to perform duties or functions specified or required therein.
- (b) Engaging in any activity or course of conduct contrary or detrimental to the welfare or best interest of the Association or member.
- (c) Committing any unlawful, dishonest, dishonorable or discreditable act.
- (d) Engaging in dual unionism or in a secessionist movement, which has for its purpose the fostering of a rival organization.
- (e) Resorting to a court or other tribunal, or urging or advocating that a member start or institute action in a court of law against the Association or any of its officers, without exhausting all available remedies through all the available appeal procedures of the Association.
- (f) Obtaining membership through fraudulent means or by misrepresentation, either on the part of the member or others.
- (g) Making known the business of the Association to persons not entitled to such knowledge.
- (h) Causing or advocating a stoppage of work because of any alleged grievance or

dispute in violation of any existing collective bargaining agreement or without having consent of the Association.

(i) Slandering or libeling an officer or member of the Association, or willfully circulating false statements or reports concerning such officers or members, or concerning the activities of the Association.

(j) Maliciously bringing false charges under this Article without reasonable grounds for believing such charges to be true.

(k) Willfully engaging in any acts or course of conduct which are inconsistent with the duties, obligations and fealty of the members of the Association and which violate sound union principles or which constitute a breach of an existing collective bargaining agreement.

(l) Joining or lending support to any organization or movement whose purposes and objectives are contrary to the fundamental principles of the established governments of the United States of America, residents of the United States of America or its territories.

(m) Refusal to follow lawful directives, orders or regulations of the Association
Officers or Trustees.

(n) Mishandling, misappropriating or otherwise misusing union funds or properties.

(o) Willfully making any false or fraudulent report required under this Constitution.

(p) Failure to exercise responsibility toward the Association or engaging in conduct which would interfere with the Association's performance of its obligations.

(q) Threatening with violence or assaulting any union member or officer.

(r) Causing disruption or disturbance at a union meeting or interfering with the orderly conduct thereof, or appearing at any such meeting in an intoxicated condition or failing to obey lawful orders, directions or rulings of the presiding officer of any union meeting.

(s) Dealing with this Association as an adverse party in any manner connected with his/her duties.

(t) Holding or acquiring any pecuniary or personal interest which conflicts with the interest of the Association.

(u) Wrongfully failing to make any report required by statute to be filed by him/her for or on behalf of any organization he/she represents, or wrongfully taking or retaining any money, books, records, papers or other property belonging to the Association; willfully making a false entry in, or willfully concealing, withholding or destroying any books, records, reports or statements

required by statute to be kept by him/her for and on behalf of the Association.

(v) Crossing a legal and authorized picket line of the Association by one of its members.

(w) Other sufficient causes.

Section 3 Hearings

A. Any Active Member of PANJ may submit a written allegation of wrongdoing on the part of any other member and the Executive Board will assign the Discipline Committee to conduct a hearing and make a recommendation to the Board.

B. The accused individual will be presented with a written copy of the charges at least ten (10) calendar days prior to the hearing.

C. The accused individual may be represented any member of PANJ in good standing or a personal attorney whose expenses are to be paid by the defending member, not the Association.

D. The Discipline Committee shall impartially hear both sides and render a brief written report of its findings and recommendations to the Executive Board at the earliest meeting thereafter. This report and recommendation is to guide the Executive Board in its final decision to accept, reject, or modify the findings and recommendations of the Discipline Committee.

E. Recommendations from the Discipline Committee will be effective upon a vote of at least two-thirds (2/3) of the Executive Board members present.

F. Failure to appear before the Discipline Committee may result in sanctions against the member up to and including suspension from the Association.

G. As long as the procedure set forth in Section 3 "Hearings" is followed, recommendations up to and including removal from office maybe effective without utilizing Section 5.

Section 4 Readmission

Any member expelled pursuant to this Article shall have the right to apply for readmission no less than three (3) years after the date of expulsion. Readmission must be approved by the Executive Board.

Section 5 Removal from Office

A. Any Active Member of the Executive Board can recommend removal of an individual from office.

B. The accused officer will be presented with a written copy of the charges and recommended action at least thirty (30) calendar days prior to the Executive Board meeting at which the matter will be heard.

C. If a recommendation of removal from office is made, the accused individual is entitled to be represented by any Active Member of PANJ in good standing or a personal attorney whose expenses are to be paid by the defending officer, not the Association.

Removal from office will be effective only upon an affirmative vote of at least two-thirds (2/3) of the members of the Executive Board present, excluding the defending officer. Such vote shall be conducted by secret ballot.

ARTICLE VI

Organizational Structure:

Section 1 The PANJ consists of three (3) regions.

Section 2 All counties are placed in the following three (3) regions and each shall be represented by three (3) members in good standing on the Executive Board:

- A. Region 1 - Bergen, Essex, Hudson, Morris, Passaic, and Sussex.
- B. Region 2 - Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union, Warren and Ocean.
- C. Region 3 - Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem.

Section 3 Positions for Regional Representatives will be nominated by the President at the first Executive Board meeting following an election. A majority of the Executive Board members,

excluding Regional Representative members whose seats are vacant, must approve all nominations. Regional Representatives will serve a term to run concurrent with the elected officers of the Executive Board. In the event the Regional Representative cannot complete his term of office, the President may nominate a replacement to serve out the term, which shall be approved by the majority of the Executive Board, including Regional Representatives on the Executive Board. All Regional Representatives must be Active Members whose membership is in good standing with the Association.

Section 4 Each member of the Executive Board is entitled to one vote. The Recording Secretary of the Association shall serve as Secretary to the Executive Board.

Section 5 The Executive Board's authority and functions shall include, but are not limited to, the following:

- A. Uphold the Association's Constitution and By-Laws and execute the instructions contained therein.
- B. Develop policy and take such steps to protect and promote organizational strength within the courts and judicial system.
- C. Authorize such expenditures of the funds of the Association as in its judgment are necessary to carry out and fulfill the purpose and objectives of the Association.
- D. Initiate amendments to the Constitution and By-Laws.
- E. To the extent required under applicable law, make any necessary determinations regarding the separation of supervisory and non-supervisory units.
- F. Convene a Governance Committee in the event that the growth of the Association requires a modification of the present structure. Active members of the Committee shall be appointed by the President and approved by the Executive Board. The Committee will be charged with making recommendations to the Executive Board.
- G. Unless otherwise ordered by the Executive Board, regular meetings of the Board shall be held on the last Thursday of each month. Special meetings of the Board may be called by the President or upon written request of three (3) members of the Board.
- H. Except as otherwise specifically provided, the vote of a majority of members present are necessary for the Executive Board to act. Decisions of the Executive Board are final. For purposes of this Article, present shall mean attending in person.

Section 6 The President is required to determine and distribute an agenda for each Board meeting, which must be forwarded to all Executive Board members for their review at least seven (7) calendar days prior to the Board's meeting.

Section 7 Officers of the Association shall serve terms of office in accordance to Article V, Section 2 of the Constitution.

ARTICLE VII

Committees:

Section 1 All committee members shall be appointed by the President unless otherwise provided herein. The committee shall consist of two (2) designations: standing and special. The standing committees shall be the Election/Nominating Committee, Negotiating Committee, Legal Committee, Finance Committee, Public Information and Publications Committee (PR and Insight), Training Committee, Discipline Committee, Legislative Committee, and Membership Committee. Special committees shall be established by the Executive Board as deemed necessary.

A. The Election/Nominating Committee shall consist of seven (7) members all of whom shall be designated by the President with the approval of the Executive Board. At least two (2) members shall be selected from each region of the Association. A nominee may hold a seat on the Election/Nominating Committee but may not participate in any decisions regarding the nomination or election for the office sought by the nominee. The President shall appoint members of the Election/Nominating Committee no later than June 1 of the year in which the terms of the current officers of the Association are due to expire. It shall be the duty of the Election/Nominating Committee to select a slate of nominees for each elected office set forth in Article V of the Constitution. The Committee Chairperson shall be selected by majority vote among members of the committee.

It shall be the duty of the Election/Nominating Committee, upon notification to the Executive Board, to place the names of the nominees on an official ballot no later than September 30 of the election year. No member shall be eligible to be nominated or hold any office in the Association unless he is an Active Member in good standing of PANJ and has been an Active Member in good standing for a period of three (3) years immediately prior to the election. The Executive Board may waive the three (3) year requirement based on special circumstances. All Active Members of the Association who are in good standing as of August 1 of the election year will be eligible to vote. Any eligible members seeking an elective office in the Association must submit a nomination petition to the Committee Chairperson with the signatures of at least 100 Active Members in good standing by August 31 of the election year. In addition to the slate proposed by the Committee, the Committee Chairperson shall place the names of all nominees

submitting a timely petition on the ballot. Ballots will be forwarded to all eligible voting members by November 1 and must be returned to the Chairperson of the Committee by November 30. Arrangements for tabulation of the ballots will be made by the Chairperson with actual tabulation performed by at least four (4) members of the committee. A simple majority of the ballots received will constitute election. Upon tabulation of votes, the committee Chairperson will promptly notify the Recording Secretary of the results. The results shall be announced at the next Executive Board meeting. New officers will be installed at the first Executive Board meeting in the year following the election.

The Election/Nominating Committee is authorized to promulgate additional election rules and procedures as deemed necessary. No materials in possession of the Association may be released without prior approval from the committee.

B. The Finance Committee shall consist of at least three (3) Active Members of the Association, one from each region of the Association. It shall be chaired by the 2nd Vice President. The Financial Secretary and the Treasurer of the Association shall serve as ex-officio members of the committee. The Finance Committee is responsible for the following functions:

1. Preparation of annual budget to be completed and presented for approval at the December Executive Board meeting.
2. Preparation of annual audit of the financial records of the Association to determine if all financial records are accurate and complete.
3. Preparation of monthly financial and profit and loss statements.
4. Upon written request, shall audit records of any financial officer of PANJ and any chairperson.

C. The Public Information and Publications Committee shall be solely responsible for all Association public relations, press releases, pamphlets, posters, announcements, Association directory, publication of the Insight, and the maintenance of the information center. It will establish procedures to disseminate information by PANJ and its members.

D. The Legal Committee shall be co-chaired by the First Vice President of the Case-Related Professional Unit and the First Vice President of the Supervisors Unit. The Legal Committee shall be comprised of six additional Active Members of the Case-Related Professional Unit and five Active Members of the Professional Supervisors Unit.

A joint Legal Committee meeting of the Case-Related Professional Unit and the Professional Supervisors Unit may be convened at the request of the President of PANJ and/or the two co-chairs. These meetings shall be limited to discussions of matters that jointly or generally affect and/or impact members of both units. By way of example, the co-chairs shall be responsible for conducting research and issuing reports with recommendations to the Executive Board as to the

selection of legal counsel/consultants, in addition to being responsible for engaging in discussions concerning training seminars/conferences, new legislation, and new directives which may affect and/or impact both units. The above examples are only intended as examples and shall not limit the ability to convene these meetings.

Issues that pertain solely to the Case-Related Professional Unit shall be decided by the co-chair of that specific unit and its members. Issues that pertain solely to the Professional Supervisors Unit shall be decided by the co-chair of that specific unit and its members.

E. The Legislative Committee shall review pending legislation and voice the position of PANJ regarding relevant issues with approval of the Executive Board. The Committee shall also maintain appropriate contact with various State and Federal legislators and shall oversee all lobbying activities.

F. The Negotiating Committee shall be chaired by the President and the First Vice President of the Case-Related Professional Unit and the First Vice President of the Supervisors Unit as to its respective units. The Negotiating Committee, will, therefore, consist of the President and the respective First Vice President's. For the purpose of planning strategy and proposals, at least one Active Member of each County shall be appointed by the President. For the purpose of actual bargaining, the negotiating team will consist of the 1st Vice President of each respective unit, and a minimum of at least 4 committee members of their respective units (at least one from each region appointed by the President) to assist the unit as a whole and maintain actual dialogue with the members.

G. The Discipline Committee will consist of five (5) Active Members of each unit, which will be chaired by the First Vice President of the Case-Related Professional Unit and the Professional Supervisors Unit. Each region will be represented by at least one Active Member who may include the Chairperson. The primary function of the Committee will be to act on and dispose of charges that are brought against any member of the Association, by the Association or an Active Member of the Association pursuant to Article V of the By-Laws. Only members of the respective unit may participate in discipline for members in the bargaining units.

H. The Dispute Resolution Committee shall consist of three (3) non-supervisory Active Members and three (3) supervisory Active Members. There shall be one supervisory and one non-supervisory member from each region. The primary function of this committee shall be to hear and resolve disputes by and between non-supervisory and supervisory members and/or members within the same bargaining unit before a grievance is filed. The recommendation of this committee shall not be binding but may be considered by the Legal Committee in its own consideration of the matter. The parties may be represented by any Active Member of PANJ in good standing or a personal attorney whose expenses are to be paid by the member, not the Association.

I. The Training Committee is responsible for the Annual Training Conference as well as other training events. Every year the Training Committee must provide a financial plan

for any training event. In the case of the Annual Training Conference, the plan shall be provided to the Executive Board at least five (5) months prior to the event with a financial report within three (3) months of the closing date of the conference.

J. The Governance Committee shall be chaired by the Parliamentarian and will be responsible for reviewing and modifying amendments to the Constitution and By-Laws. The Parliamentarian shall also be responsible for presenting recommendations to the Executive Board.

Section 2 If a committee report is of a final nature, the committee shall submit, in writing, both the majority opinion and minority opinion report, if one exists, to the President who will, in turn, submit these reports to the full Executive Board at their next meeting.

Section 3 All standing committees may accept additional responsibilities, relevant to their functions, as directed by the Executive Board.

Section 4 PANJ Continuing Political Action Committee

A. PANJ shall establish a continuing Political Action Committee ("PANJ PAC") to acquire funds and, under the guidance of the Legislative Committee, to disburse funds. PANJ PAC will choose to support or remain neutral toward legislation supported by the Legislative Committee; oppose or remain neutral toward legislation opposed by the Legislative Committee; support or remain neutral toward candidates supported by the Legislative Committee; and oppose or remain neutral toward candidates opposed by the Legislative Committee. The Association shall be registered as a Continuing Political Committee with the State of New Jersey Election Law Enforcement Commission ("Commission"), which is the administrative agency designated to regulate the activities of Continuing Political Committee's or PAC'S. The PANJ PAC must be registered with the Commission and must file with the Commission not later than January 15, April 15, July 15 and October 15 of each calendar year, quarterly reports of all expenditures and monies, loans, paid personal services or other things of value contributed to the PANJ PAC during each quarter and the period up to the quarter commencing on January 1 of the calendar year.

B. The PANJ PAC shall be governed by a Board of Directors comprised of the Association President, the Legislative Committee Chairperson, the PANJ Treasurer, and three (3) other Active Members, one from each of the three (3) regions, appointed by the President and subject to approval of the Executive Board. All directors shall be at least eighteen (18) years old and residents of the State of New Jersey. The term of the regional representatives shall be two (2) years, subject to reappointment. At the end of the term, the President will recommend to the Executive Board that the Active Member either be re-appointed to a new two-year term or be replaced by an individual proposed by the President. The Executive Board shall approve or reject the President's appointment by a simple majority of the Active Members

present.

C. The funds of the PANJ PAC shall be audited annually by the Executive Board of the Association through the Finance Committee and a report shall be made annually. Funds from the PANJ PAC will be collected from fund-raisers, voluntary contributions made directly by members of the Association or, where permissible, by various locals of the Association. Fundraising activities shall abide by applicable New Jersey laws and regulations prohibiting receiving contributions from certain organizations, including banks, casinos, insurance companies, and public utilities under N.J.S.A. Section 19:34-32.

D. The Association President shall be an ex-officio member of the PANJ PAC Board of Directors. The Committee shall select a Chairperson who shall serve for two years and who shall select a Vice Chairperson from among the Board of Directors to preside over all Board of Directors' meetings in the absence of the Chairperson.

E. The Association's Treasurer shall also serve as Treasurer for the PANJ PAC. As Treasurer for the PANJ PAC, the Treasurer shall receive all monies collected by or contributed to the PANJ PAC, he/she shall disburse all monies so collected and directed by the Board of Directors of the PANJ PAC, and he/she shall have authorization to execute all checks issued by the PANJ PAC or directed to be issued by the Board of Directors. As Treasurer for the PANJ PAC, the Treasurer shall also submit his/her records and quarterly reports for an examination by the Board of Directors at its quarterly meetings. The quarterly report shall be due no later than 14 days prior to the quarterly meeting. Pursuant to the registration requirements of the Commission, the Treasurer of the PANJ PAC shall file with the Commission, not later than January 15, April 15, July 15 and October 15 of each calendar year, quarterly reports of all expenditures and monies, loans, paid personal services or other things of value contributed to the PANJ PAC during each quarter and the period up to the quarter commencing on January 1 of that calendar year. Quarterly reports shall be kept on file by PANJ PAC for at least four (4) years.

F. The Board of Directors of the PANJ PAC shall meet quarterly in the months of January, April, July and October, but no later than the 15th day of each of these months, or any other time when necessary, at which the Board of Trustees may review the quarterly reports of the PANJ PAC Treasurer (which are to be filed with the Commission) and to conduct routine business relating to the PANJ PAC. A quorum of Board of Directors for conducting routine business shall be three members.

1. The Board of Directors of PANJ PAC shall approve the disbursements of all funds from the PANJ PAC. The majority vote of the members present is required for payment of routine bills.

2. Campaign contributions constitute "special bills" and require a majority vote of the entire Board of Directors. All outgoing contributions shall adhere to the contributions limits set forth in N.J.A.C. Section 19:25-11.2.

3. A meeting of the Board of Directors is not required for approving expenditures of funds. A telephonic vote of the members of the Board of Directors shall also constitute an accepted means for approving expenditures of funds from the PANJ PAC.

4. There shall be two signatures required on any and all checks drawn against the funds of the PANJ PAC. The Association President, the Association Financial Secretary and the PANJ PAC Treasurer shall act as signatories on all checks.

G. All funds of the PANJ PAC shall be kept in an interest-bearing checking account separate from all other funds of the Association. Under no circumstances shall Association dues, per capita and assessments be commingled with PANJ PAC funds or used to fund the PANJ PAC.

1. Funds from the PANJ PAC shall be used as contributions to candidates seeking elective office in New Jersey as members of the General Assembly, State Senate or Governor.

2. Funds from the PANJ PAC may not be used for candidates seeking federal, county or local level elected office, unless a two thirds (2/3) vote of the Association Executive Board and a four-fifths (4/5) vote of the Board of Directors is obtained.

3. Funds from the PANJ PAC may also be used at the discretion of the Board of Directors to cover all expenses incurred for lobbying activities on behalf of the Association including the expenses of members of the Legislative Committee and professional lobbying services.

H. All legal and accounting services required by PANJ PAC shall be treated as an expenditure of the Association.

I. With approval of the Executive Board, the Board of Directors of PANJ PAC shall have the authority to promulgate rules, guidelines, or other regulations necessary for the continued operation of PANJ PAC.

ARTICLE VIII

Meetings:

Section 1 There shall be at least one (1) annual meeting of the membership each calendar year.

The time and place will be determined by the President.

Section 2 The Executive Board shall meet a minimum of four (4) times a year.

Section 3 A quorum of all Executive Board meetings, or committee meetings will consist of one-third (1/3) of all Board or committee members that are eligible to vote. A quorum for all other gatherings or assemblies shall consist of those members present provided sufficient notice is given. The existence of a quorum for purposes of this Article will be determined by the number of Board or committee members attending the meeting, gathering or assembly in person.

ARTICLE IX

Voting:

Section 1 A member is eligible to vote in the election of officers only if that member is an Active Member in good standing as of August 1 of the election year. Active Members in good standing shall be eligible to vote on all other matters immediately after acceptance into membership.

Section 2 Voting by proxy may be conducted for Executive Board Active Members at any scheduled Executive Board meeting. A proxy vote must contain the Board member's signature and must have the date of the meeting on it. An Active Member can cast only one (1) proxy vote for one (1) absent member for each issue presented. Proxy votes may be held by either a fellow board member or the Member's designee.

ARTICLE X

Dues:

Section 1 The Executive Board shall determine the dues structure and rates for PANJ's Active Members. The Chairperson of the Finance Committee or his/her designee may make a motion to the Executive Board to alter the dues structure or rates. Any alteration in the dues structure or rates must have the approval and the endorsement of a majority of the Finance Committee. When developing a proposal or a motion for the Executive Board, the Finance Committee shall submit a report which considers the cost effectiveness of representing the different employee groups that are

represented by PANJ as a bargaining agent. If the Executive Board approves the motion to alter the dues structures or rates, the changes shall be implemented according to the motion, or immediately, in the absence of a time schedule.

Section 2 Members of affiliate Locals shall have dues deducted directly from their employer. Deductions shall be made each pay period in compliance with applicable law. Dues shall be transmitted directly to the PANJ Treasurer.

Section 3 In no circumstances shall an affiliate member or organization be delinquent in its dues without the approval of the Executive Board.