

CONSTITUTION
CENTRAL JERSEY REGISTRARS' ASSOCIATION
EST. 1980

ARTICLE I: NAME AND OBJECTS

Section 1. This organization shall be known as the Central Jersey Registrar's Association.

Section 2. The objects of this organization are: to promote a better understanding of the official duties and obligations of its members; set up in so far as possible, uniform methods of procedure in the municipalities of Monmouth, Ocean, and Middlesex Counties, cooperate with State officials in carrying out the provisions of the law; perform such other work as may best serve the interest of the public and develop a better spirit of cooperation among the members.

ARTICLE II. MEMBERSHIP

Section 1. Any person holding the office of Registrar, Deputy Registrar, Alternate Deputy, or Sub Registrar in the municipalities of Monmouth, Ocean, and Middlesex may become a member.

Section 1a. Any person having held the office of Registrar, Deputy Registrar, Alternate Deputy or Sub Registrar may become an Associate or Retired member by making written application.

An Associate or Retired member may take part in the general discussions at the meetings. An Associate member may serve on special committees.

Section 2. A member in good standing is one who has paid all organization dues. Only members in good standing may serve as officers and vote at meetings.

Section 3. Conduct unbecoming a member shall constitute grounds for forfeiture of membership.

ARTICLE III. OFFICERS

Section 1. The officers shall consist of a President, Vice-President, Treasurer, Secretary and such officers as the occasion may demand. They shall be elected by ballot at the meeting held on the first Wednesday in December and shall serve for a term of two years, or until their successors are elected and qualify. No officer shall serve in one position for more than four years.

Section 2. The President shall preside at all meetings, supervise all activities and shall appoint an Executive Committee, a Membership Committee, and such other committees as may be required. At the meeting preceding the December meeting, she/he shall appoint a Nominating Committee that shall present the names of candidates for office for the following year to be voted on at the December meeting. The President shall be a member ex-officio of all committees.

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Section 3. The Vice-President shall assist the President in the discharge of her/his duties and in her/his absence perform the duties of that office. She/he shall also perform such other duties as the President shall direct.

Section 4. The Treasurer shall keep the accounts of the organization in a book belonging to it that shall be open to the inspection of the Executive Committee at all times. She/he shall send out all bills and receive and disburse the funds of the organization under the direction of the executive committee. At each meeting she/he shall have a current financial report of the organization. At the end of each year she/he shall present the books and records of the organization to the Executive Committee for audit.

Section 5. The Secretary shall keep a book of minutes in which shall be recorded the business proceedings of the organization. She/he shall also keep an accurate roll of the membership with their addresses, keep a record of attendance at meetings, send out all notice and perform such duties as the office shall require.

ARTICLE IV. COMMITTEES

Section 1. The Executive Committee shall consist of the officers and two members at large. They shall have general supervision over the management of the affairs of the organization and shall have the power to accept resignations from and fill vacancies in any office or committee. The official secretary shall act as secretary of this committee.

Section 2. The Membership Committee shall be charged with the duty of securing enrollment of all Registrars, Deputy Registrars, Alternate Deputy, and Sub-Registrars in Monmouth, Ocean and Middlesex Counties.

Section 3. All standing committees shall in all respects be subject to such instructions as may from time to time be prescribed by the organization.

Section 4. Legislation Committee shall update the Constitution and By-Laws of the organization and report on active legislation in the State that impacts on the Association.

Section 5. Luncheon Committee shall be responsible for the three luncheons a year, one from each county of Monmouth, Ocean, and Middlesex.

Section 6. If any officer or committee member is absent from two consecutive meetings without a valid reason, her/his office shall thereupon be declared vacant and the vacancy filled by the Executive Committee. The responsibility for deciding what a valid reason is shall be left to the discretion of the other officers of the Executive Board.

ARTICLE V. AMENDMENTS

Amendments to the Constitution or to the By-Laws may be made at any regular meeting, provided notice of such change is given to the members at the meeting preceding that at which such action is to be taken.

CENTRAL JERSEY REGISTRARS' ASSOCIATION BY-LAWS

ARTICLE I. MEETINGS

Section 1. Regular meetings of the Central Jersey Registrars' Association shall be held on the first Wednesday of April, and December, and the third Wednesday in August. (One in each County)

All meetings shall be held in the daytime with lunch, at no specific time. (CEU courses require 2 hours). In the event that a meeting day falls on a legal holiday, the meeting shall be held on the following Wednesday.

Section 2. Special meetings may be called by the President when deemed expedient or upon the written request of seven (7) members in good standing.

Section 2a. The Secretary shall give five (5) days' notice of all special meetings to all members in good standing.

Section 3. Members pay full cost for all luncheons.

One quarter of the previous year's membership shall constitute a quorum for the transaction of business. A majority vote shall determine all questions.

Section 4. The discussion of partisan politics is prohibited.

ARTICLE II. COMMITTEES

Section 1. Directly after taking office, the President shall appoint the Committees provided for by the Constitution. Such other special committees as may be required may be appointed as the occasion arises.

ARTICLE III. DUES

Section 1. Each Registrar, Deputy Registrar, Alternate Deputy, Sub-Registrar and Retired Registrar shall pay annual dues of twenty dollars (\$20.00). The fiscal year shall be January through December.

Section 2. The payment of the annual dues shall be waived for any **retired** Registrar, Deputy, Alternate, and Sub, who is an active member of the Association.

ARTICLE IV. ORDER OF BUSINESS

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

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| 1. Call meeting to order | 6. Committee Reports |
| 2. Flag Salute | 7. Old Business |
| 3. Prayer | 8. New Business |
| 4. Reading Minutes/Correspondence | 9. General Discussion |
| 5. Treasurer's Report | 10. Guest Speakers |
| 11. Motion to Adjourn | |

ARTICLE V. RULES OF ORDER

Section 1. "Robert's Rules of Order" shall govern all proceedings in-so-far as they are not inconsistent with the Constitution and By-Laws

Revised 12/03/2014