



Constitution & By-Laws

New Jersey School

Buildings & Grounds

Association

Final Rewrite & Approved

May 6, 2022

CONSTITUTION and BY-LAWS

New Jersey School Buildings and Grounds Association

Article I. ORGANIZATION

- A. The name of this Association will be the New Jersey School Buildings and Grounds Association, Inc.
- B. The Association shall have a Seal and a Trademark.
- C. The Association will be comprised of a State Executive Committee and Local Chapters throughout the State of New Jersey. As of September 2008, the following Chapters are chartered by the State Executive Committee of the New Jersey School Buildings and Grounds Association.
 - 1. ATLANTIC
 - 2. BERGEN - PASSAIC
 - 3. BURLINGTON
 - 4. CAMDEN - GLOUCESTER
 - 5. CENTRAL
 - 6. ESSEX - HUDSON
 - 7. HUNTERDON - WARREN
 - 8. MERCER
 - 9. MONMOUTH - OCEAN
 - 10. NORTHWEST
- D. The Association's State Logo and Trademark shall only be used by the approved Chapters chartered by the State Executive Committee. It is prohibited to be used by any other group, organization, corporation or local government entity without the written approval from the State Executive Committee. Chartered Chapters shall follow these same bylaws.

Article II. OBJECTIVES

- A. To promote the general welfare of the New Jersey School Buildings and Grounds Association and to maintain a high standard of professional ethics of its members.
- B. To elevate the individual members through education and training that they may best serve their districts.
- C. To cooperate with the New Jersey State Department of Education to keep abreast of educational trends and regulations.
- D. To promote a spirit of fellowship among its members and shall meet all current challenges within the Association.

Article III. Membership

- A. REGULAR MEMBERSHIP

1. Regular membership in this Association shall be offered to persons who are currently engaged in the Administrative Supervision of Custodial, Maintenance and Grounds personnel relating to their facilities, or their designee, as a direct employee of a New Jersey Public School District and/or Private School District that is regulated by the New Jersey State Department of Education. Annual membership shall begin on July 1st and end on June 30th of the following year.
2. Should, at any time, any member fail to meet the criteria of Article II or in any way display unprofessional conduct, they can be removed from the Association at the local level. The individual can request a hearing of the State Executive Committee to appeal such decision and may be represented by Council, at the member's own expense.
3. Any member that leaves the employment of a school district shall be permitted to maintain their membership for one (1) year in a Chapter. If the member holds office, the members status shall be reviewed after six (6) months as stated and in accordance with Article VIII, Section B. Member's dues shall be deferred for up to one (1) year or at the discretion of the State Executive Committee.

B. AFFILIATE MEMBERS

1. Affiliate Membership in this Association shall be offered to any person(s) who is/are currently engaged in a supporting supervisory role to an Administrative Supervisor of Custodial, Maintenance and Grounds personnel relating to their facilities or designee, as a direct employee of a New Jersey Public School District and/or Private School District that is regulated by the New Jersey Department of Education. Annual membership shall begin on July 1st and end June 30th of the following year. Affiliate Members shall be required to meet the same requirements of Regular Membership as stated in Article III. A.2 and 3.
2. Affiliate Member's School District must maintain a current Regular Membership in good standing with this Association as described in Article III A.
3. Affiliate Members shall not be entitled to any voting privileges or holding of any office in this Association.
4. Affiliate Members shall not be entitled to any benefits as stated in Article XIV. Legal Assistance.

C. HONORARY MEMBERS

1. Honorary membership may be conferred on any individual who has not been a member of the Association and has contributed outstanding service to this Association. This shall be done by the State Executive Committee or Local Chapter and by a majority vote of the members present at that time during the meeting. Honorary members shall pay no dues or conference fees. Honorary members have no voting rights and may not hold office.

D. RETIRED MEMBERS

1. All regularly retired persons, who were active paid members of a Chapter, at the time of retirement, shall be considered Life Members of that respective Chapter only. Retired members will pay no dues to that respective Chapter and may participate in and on any committees for that respective Chapter and or on the State Association Executive Committee.

E. ASSOCIATE MEMBERS

1. Any individual from a Firm, Supplier, Agency, or Institution, who has commercial dealings with the local educational agencies, may be permitted to become Associate Members upon approval of the Local Chapter, with the maximum of one (1) person from the Firm, Supplier, Agency, or Institution.
2. Associate Members shall not be permitted to exhibit or solicit their products at any meetings of the Association without approval of the State Executive Committee or Local Chapter.

3. Associate Members may not hold office and shall not be permitted to vote.
4. Associate Membership dues shall be established by the State Executive Committee.
5. Associate Members may attend any chapter meetings in the State but must make a reservation with that respective Chapter and must be responsible for individual Chapter costs for meals.

Article IV. REGULAR MEETINGS

- A. The Annual membership meeting of this Association shall be held at the State Conference/Expo.
- B. State Executive Committee meetings of this Association shall be held according to the State calendar, established in June of the preceding year.
- C. Chapter meetings of this Association shall be held monthly, September thru June with the dates being determined by Chapter Officers.
- D. Special meetings of the State Executive Committee may be called by the President when deemed in the best interest of the Association.

Article V. VOTING

- A. Nominations shall be held at a regular scheduled State Executive Committee meeting and Local Chapter meeting in March of the voting year and a short biography of the nominees shall be provided.
- B. Votes shall be cast at the next regular scheduled meeting by ballots of the members of the Executive Committee and Local Chapters, in good standing.
- C. The new slate of officers will be introduced at the June meeting of the State Executive Committee and Local Chapter meetings.
- D. To add stability to the State Executive Committee and Local Chapters, all officers must serve a minimum of two (2) years as a representative to the State Executive Committee and Local Chapters in progression starting with Vice President and President. Should any office become vacant, the remaining officers shall, if necessary, move up and the President shall appoint to fill the vacant office. The full career term of officers in the Executive Board is four (4) years.
- E. The right to vote, hold office or have a voice in discussion on the floor of a meeting shall be limited to active regular and active retired_member(s) and/or in accordance with Article VIII, Section B whose annual dues are paid in full, no later than the January 1st meeting of the current year.
- F. At any regular special meeting, if a majority so requires, any question may be voted on in the manner and style provided for election of officers.

Article VI. ORDER OF BUSINESS

- A. Roll Call
- B. Secretary's Report (reading of minutes from preceding meeting)
- C. Treasurer's Report
- D. Committee Reports
- E. Old Business
- F. New Business
- G. Good of the Order
- H. Adjournment

Article VII. BOARD OF TRUSTEES

- A. This Association shall call the "Board of Trustees" the "Executive Committee"
- B. One (1) Chapter Representative and an Alternate shall be chosen annually, by each Local Chapter.
- C. The Past State Presidents shall become honorary State Executive Committee members and shall have all the rights and privileges of a Regular Executive Committee Member, except for voting.

- D. The State Executive Committee will include one (1) member from each Chapter being an elected officer or a past officer of this Association. The Alternate chapter representative shall be allowed to vote if the regular chapter representative cannot be present. In the event the chapter representative or alternate cannot attend, the Chapter President must notify the State President, in order to have voting privilege.
- E. A simple majority of the State Executive Committee members present shall constitute a quorum and the meeting of the State Executive Committee shall be regularly held according to the State calendar.
- F. Each Executive Committee member shall have a vote and such voting may not be done by proxy.
- G. The Executive Committee shall establish such rules and regulations governing its meetings as deemed necessary.
- H. The President of the Association, by virtue of the office, shall be Chairperson of the Executive Committee.
- I. A Chapter Representative, Officer or Member may be removed when sufficient cause exists for such removal. Members may file charges against any chapter representative, officer or member. The Chapter Representative, Officer or member may be represented by Council at any formal appeal hearings at his/her own expense.
- J. This Association shall always maintain Directors and Officers Liability Insurance to cover all Executive Committee Members and chapter Officers in the amount customary for Associations of this type and size.

Article VIII. OFFICERS

- A. The elected Officers of the Association shall serve a two (2) year term and will not be allowed to succeed themselves and/or as stated in Article V, Section D. The Officers shall be as follows:
 - 1. Elected President
 - 2. Elected Vice President
 - 3. Appointed Treasurer – active regular and/or active retired member(s) in good standing appointed annually by then presiding president
 - 4. Appointed Secretary – *active regular and/or active retired member(s) in good standing appointed annually by then presiding president*
- B. In the interest of maintaining board continuity, an elected officer may continue to serve in their current or next step capacity for one (1) full term even if the individual retires from his current school district if the following conditions are met.
 - 1. Person must be an active member and an Officer in good standing in the Association prior to the date of retirement.
 - 2. Person is in the next step of progression.
 - 3. Person can only hold one (1) full term.
 - 4. There shall be no compensation for the position.
 - 5. This must be approved by the Executive Committee by majority vote and follow established protocol of the Association.
 - 6. All Officers must be classified as a New Jersey Certified Educational Facilities Managers (CEFM) before being elected or appointed.

Article IX. DUTIES OF OFFICERS

- A. PRESIDENT - Duties of the President shall be.
 - 1. Preside at all meetings and at the State Executive Committee Meetings.
 - 2. The President shall report the status of the Association annually.
 - 3. The President shall appoint all committees, temporary or permanent and shall be an ex-officio member of all committees.
 - 4. The President shall co-sign all checks.
 - 5. The President shall be the National Representative.
 - 6. The President shall be responsible for the signing of all contracts and other legal agreements. The President may turn that responsibility over to the Vice President, if the President so chooses.
- B. VICE PRESIDENT – Duties of the Vice President shall be.

1. The Vice President shall preside in the absence of the President.
 2. In the event the President is unable to continue his/her duties, the Vice President shall serve as President until the next election of Officers.
 3. The Vice President shall serve as Parliamentarian.
 4. The Vice President shall co-sign checks in the absence of the President.
- C. TREASURER – The duties of the Treasurer shall be.
1. The Treasurer shall be responsible for all monies of the Association. He/she shall deposit funds in a regular checking account in an authorized bank.
 2. The Treasurer shall write checks, as authorized by the State Executive Committee.
 3. The Treasurer is authorized to sign checks and shall be bonded.
 4. The Treasurer shall submit regular financial reports to the State Executive Committee at all scheduled meetings, including an annual report, during the first executive meeting of the New Year in January.
 5. The Treasurer shall keep a correct account between the Association and its members and receive or collect all monies due to the Association, issuing a receipt for same.
 6. The Treasurer shall report to the State Executive Committee, during the regular scheduled January meeting, the status of the Associations paid membership and indicate any delinquent chapters.
 7. The Treasurer shall have the books ready for an independent audit in July of each year and at any time requested by the Association President.
 8. The Treasurer shall be responsible for all other duties normally associated with the office.
 9. The Treasurer shall make an orderly transfer of all records to the incoming Treasurer as the current term expires.
- D. SECRETARY - Duties of the Secretary shall be.
1. The Secretary shall maintain all official records.
 2. The Secretary shall serve notice to the membership.
 3. The Secretary shall be responsible for all reports and conduct all correspondence for membership.
 4. The Secretary shall maintain an accurate roster of names, addresses, phone numbers and titles of members.
 5. The Secretary is directed to limit distribution of membership rosters to the Association members for their personal use only.
 6. The Secretary shall make an orderly transfer of all records to the incoming Secretary, as the current term expires.
 7. The Secretary shall make records available to other officers in the event of an absence.
 8. The Secretary shall be responsible for all other duties associated with the Office.

Article X. SALARIES

- A. The State Executive Committee shall hire and fix compensation of any and all personnel, which they, in their discretion, may determine to be necessary in the conduct of the business of the Association.
- B. All members of the State Executive Committee, excluding the Association Executive Director, shall serve without compensation, but may be eligible for reimbursement of expenses incurred in the performance of their office and for the benefit of the Association.

Article X. COMMITTEES

- A. All committees of this Association shall be appointed by the President and their term of office shall be one (1) year or less.
- B. Permanent Committees will be as follows;
 1. MEMBERSHIP
 - i. The Membership Committee will be responsible for the active recruitment of new members and new Chapters.
 2. BY-LAWS

- i. The State Executive By-Laws Committee shall review the By-Laws of this Association annually or as needed and recommend any changes deemed necessary.
3. NOMINATING COMMITTEE
 - i. The Nominating Committee shall consist of active Past Presidents or the current President's designee. The Nominating Committee shall submit to the State Executive Committee and Local Chapters a slate of Candidates in March of an election term. Members present shall also be permitted to make nominations from the floor.
4. CERTIFICATION and EDUCATION COMMITTEE
 - i. The Certification Committee will be responsible to oversee the continued progress to amend, educate and elevate the value of a Certified Educational Facilities Manager.
 - ii. The Education Committee consists of a Representative from each Chapter and will attend the Educational Facilities Management Program at Rutgers Center for Government Services
5. EXPO COMMITTEE
 - i. The Expo Committee will be responsible for planning the annual Meeting and Luncheon. This planning includes securing a site, lining up vendors and scheduling any seminars or training sessions.
6. SCHOLARSHIP COMMITTEE
 - i. The Scholarship Committee shall be chaired by the President of the State Executive Committee and will be responsible for distribution of Scholarship Funds.
7. JOURNAL COMMITTEE
 - i. The Journal Committee will work under the direction of the Executive Director in preparing the Bi-Annual publication. Chapter Presidents shall be responsible to supply their respective Chapter information for the publication.
8. ASSOCIATE MEMBER COMMITTEE
 - i. The Associate Member Committee consists of an Associate Member Representative from each Chapter of this Association. One appointed representative from the committee will attend the State Executive Committee Monthly Business Meetings.
9. FACILITIES MANAGER OF THE YEAR COMMITTEE
 - i. The Facilities Manager of the Year Committee will be responsible for the awarding of this Annual Recognition Award.

Article XI. DUES

- A. The Annual Dues of this Association shall be:
 1. REGULAR MEMBER - Dollar value to be determined and payable by Regular Member directly to the State Executive Committee for final disbursement of the respective Chapter's portion.
 2. Affiliate MEMBER - Dollar value to be determined and payable by Affiliate Member directly to the State Executive Committee for final disbursement of the respective Chapter's portion.
 3. Associate Member - Dollar value to be determined and payable by Associate Member directly to the State Executive Committee for final disbursement of the respective Chapter's portion.
 4. Honorary Member - None
 5. Retired Member - None
- B. All Dues dollar value shall be annually approved at the January meeting by the State Executive Committee and all respective Chapter's which shall be payable to the State Executive Committee Treasurer.
- C. The membership year runs from July 1st to June 30th of the following year.

Article XII. FORMING NEW CHAPTERS

- A. Local Chapters may be formed upon application of five (5) or more members, in good standing, with the following provisions;

1. The Applicant must state the geographical areas encompassed by the proposed chapter and possible total membership.
2. All Officers and members of the Local Chapter shall be active paid members of this Association.
3. The new chapter shall conform to the By-Laws of the State Association.
4. The State Executive Committee of this Association shall have the authority to deny, reject or modify as well as to make changes in the application submitted in the best interest of this Association.

Article XIII. LEGAL ASSISTANCE

- A. A member in good standing with the New Jersey School Buildings and Grounds Association requiring legal assistance shall be entitled to consult with an attorney of their choice.
- B. First, that member must contact the Executive Director of this Association and express his/her matters of concern.
- C. When a legal issue is established and it is understood that the issue or matter is directly connected with the member's position as a Supervisor of Buildings & Grounds for a NJ Board of Education of which he or she is currently employed, then the Executive Director shall review the issue or matter with the State Association Executive Committee Officers.
- D. After the meeting and with the approval of the State Executive Committee Officers, the Executive Director will notify the member to proceed with the attorney they have chosen to consult with on the legal matter.
- E. The member shall pay for all fees, costs and expenses for the initial consultation with the attorney they have chosen.
- F. Notwithstanding the above, the NJSBGA shall reimburse the member's costs associated with the initial consultation/meeting with the chosen attorney, as approved by the Executive Director, up to but not to exceed a total amount of \$350.00 and for only up to a one-hour consultation. Any costs and/or time in excess of this shall be at the member's own expense.

Article XIV. INDEMNIFICATION

- A. The Association shall indemnify any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding by reason of the fact that such person is a trustee, officer or employee, against expenses, including reasonable attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, unless the Board of Trustees determines that the trustee, officer or employee did not act in good faith and in a manner in which a reasonable prudent person would believe to be in or not opposed to the best interests of the Association, or unless the act or failure to act giving rise to the claim for indemnification is determined by a Court of law to have constituted willful misconduct or recklessness. Nothing herein shall modify or limit the indemnity of the Trustee, Officer or employee as provided under the laws of the State of New Jersey relating to nonprofit corporations.

Article XV. POLICIES

The Association shall at all times maintain in force a separate Whistleblower, Document Retention and Destruction and Conflict of Interest Disclosure Policy.

Article XVI. ROBERTS RULES OF ORDER

Roberts Rules of Order shall govern at all meetings in areas not specifically covered by the By-Laws.

Article XVII. AMENDMENTS

- A. These By-Laws may be amended by written presentation, at a regular State Executive Committee meeting and voted upon at the following State Executive Committee meeting. The amendments to the By-Laws shall be sent to all Regular and Retired Members in good standing for review, followed shortly thereafter by notification of electronic vote. The results of the electronic voting shall be submitted at the next State Executive Committee meeting. Amendments shall be approved by a majority vote of the electronic ballots submitted.