



**The Association of
Student Assistance Professionals of New Jersey
By-laws**

Revised February 2016

ARTICLE I. NAME

The name of this association shall be "Association of Student Assistance Professionals of New Jersey" The abbreviation for the Association shall be "ASAP-NJ."

ARTICLE II. OFFICE AND RECORDS

The meeting place of the Association shall be within the state of New Jersey.

Minutes of the Association - Minutes will be kept by the Secretary and the President, and will be available to the membership. Motions of the organization shall be assigned identification numbers for the purpose of recall.

ARTICLE III. STATEMENT OF MISSION AND GOALS

Section I. Statement of Mission

The Association of Student Assistance Professionals (i.e., Student Assistance Coordinators & affiliated treatment providers) is formed to meet the needs of its members and New Jersey youth by offering education, prevention, intervention, and referral services in the area of high risk behaviors including use of alcohol, tobacco, other drugs, and addictive and violent behaviors.

Section II. Statement of Goals

- To advocate for and promote recognition of Student Assistance Professionals/Student Assistance Coordinators within the state of New Jersey;
- To promote the position of Student Assistance Professionals/Student Assistance Coordinator as a career opportunity within the education system;
- To promote Student Assistance Professionals / Student Assistance Coordinators as experts/specialists in A TOD and Violence Prevention;
- To promote Student Assistance Programs within educational systems;
- To promote a forum for the discussion of common goals (i.e. quality statewide services for youth, clarity regarding confidentiality laws, professional credentials/certification, job

descriptions);

- To network related services;
- To advocate for quality statewide services for youths and their families;
- To set standards for quality and research-based programs;
- To promote best practices in Student Assistance Programs;
- To promote and influence legislation to support Student Assistance Programs/Student Assistance Coordinators;
- To provide quality training for members of the organization.
- To coordinate and/or provide professional development and training programs for Student Assistance Coordinators and related professionals.

Section III. Conflict Interest

Any conflict of interest, actual or perceived, by the Association should be avoided. ASAPNJ will not endorse or oppose, help to promote, lend its name/logo to any person (s), agencies, programs, products, curriculums, services and service providers.

Section IV Non-Discrimination Statement

There shall be no discrimination against any individual on the basis of ethnic group, color, creed, sex, or sexual orientation, age, and/or handicapping condition.

ARTICLE IV. MEMBERSHIP QUALIFICATIONS

Section I. Eligibility & Membership

SAC Standard Membership: Any individual who currently has NJ Department of Education Student Assistance Coordinator (SAC) or CE/CEAS certification and is actively employed by a Board of Education in the State of New Jersey, as defined by N.J.S.A. 18A:40-A-18 and N.J.A.C. 6A:16.4.1 or employed by another agency providing student assistance services within a school environment. This individual may hold office and has full voting rights within the Association.

Non-Certified SAC: Any student assistance professional who does not currently have New Jersey Department of Education Student Assistance Coordinator certification (SAC) or CE/CEAS certification but currently provides student assistance services within a school district. This individual is actively employed by a Board of Education in the State of New Jersey under a different title and/or NJ Department of Education certification (i.e. nurse, guidance counselor, social worker, psychologist, etc.)

Affiliate Membership: Any individual or private practitioner who advocates for ASAP-NJ by comprehensive student assistance services provided in a school setting.

Affiliate Group: Any group of 3 or more from the same organization who advocates for comprehensive student assistance services provided in a school setting.

Student Membership: Any individual currently enrolled in a graduate program to obtain NJ Department of Education Student Assistance Coordinator certification. Proof of program enrollment is required to determine student status.

Retired Membership: Retired SAC Standard or SAC Non-Certified who wishes to remain involved in the counseling, education, and/or student assistance field.

Past President: An individual who has previously been President of the Association of Student Assistance Professionals of New Jersey. This individual is given membership automatically when his/her term has expired and remains in effect permanently. Membership can terminate upon request of the Past President.

VIP: Designation assigned by the Executive Board to an individual whose consultation and contributions to ASAP-NJ are deemed important, and deserving of recognition. This person is actively involved in the Association. If there is a question about an application, a member of the Membership Committee will contact the prospective member, and the Executive Board if necessary.

Section II. Dues

The association shall establish and collect dues annually. The membership period shall be from year to year and be calculated from the date of receipt of payment. The Executive Board will determine the amount allotted to the regions. Membership dues are on a tier system.

All Executive Board, Committee Chairs and County/Regional Chairs, including Co-Chairs are exempt from paying dues for the length of their term. All past Presidents of the Association are exempt from paying membership dues for life.

Section III. Meetings

All meetings of the Association shall be held at such time and place as the Association may designate. The President of the Association shall preside in accordance with Roberts Rules of Order, current edition. In his or her absence, the First Vice-President shall preside.

Subsection a. Annual Meeting: An annual meeting of the Association shall be held at the Statewide Conference for transacting such business as may be determined by the Association.

Subsection b. Organizational Meeting: Prior to the January Executive Committee meeting, the President shall convene a separate meeting for the purpose of organizing the new officers, selecting committee members, charging committees of the Association and appointing committee chairpersons and for transacting such other business as may properly come before said committee. All current officers and chairpersons of Standing Committees must be present.

Subsection c. Special Association Meetings: Special meetings of the Association may be called by the President or by at least one-third (1/3) of the total membership of the

Association. Notice of time, place and specific purpose of each special meeting shall be received by mail/e-mail not less than three (3) days prior to such meeting or, in an emergency, not less than twenty-four (24) hours prior to such meeting when confirmed by telephone.

Subsection d. Executive Committee/Officers Meetings: The President may call special meetings of the Executive Committee or Officers. Notice of time, place, and specific purpose shall be received by mail/e-mail not less than three (3) days prior to such meeting or, in an emergency, not less than twenty-four (24) hours prior to such meeting when confirmed by telephone.

Subsection e. Voting: All matters to be voted on by the Association shall be determined by the simple majority of members eligible to participate in the voting process. The vote for President and all Executive Board Officers shall occur by November 15th.

Subsection f. Regional Meetings: Regional meetings will be held at least four (4) times during a school year (Sep-Jun). The regional/county chairperson will determine the time, place and composition of these meetings. Professional Development hours to be given based on one hour for one PD.

Subsection g. Proxies: A voting member cannot vote by proxy or otherwise act by proxy on any issue at any meeting of the Association.

Section IV. Attendance

Members shall strive to attend meetings of the Association and Committee to which they belong and to other appropriate functions or duties associated with that trust. For those members on the Executive Board/Committees, County/Regional Chairs, failure to attend three (3) Committee meetings without cause shall be considered a resignation from the position. Notice of the assumed resignation will be provided in writing by the President of the organization.

ARTICLE V. OFFICERS

Section I. Designation

The Executive Board of the Association shall be comprised of the following Executive Officers: The President, the First Vice-President, the Second Vice-President, the Treasurer, the Secretary, and the Parliamentarian.

Section II. Election of Executive Officers and Terms of Office

Only members who are currently providing direct student assistance services per N.J.S.A. 18A:40-A-18, N.J.A.C. 6:11-11:5 through school based (non-agency) positions and meet the "standard membership" criteria above are eligible to serve as Executive Officers of the Association.

The election of executive officers shall occur by November 15th. The term of office for elected officers shall be for a period of two (2) years from the month of installation, January's Executive Committee meeting. While reorganization is taking place, current officers must complete their two (2) year term. Any executive officer that loses their school based status will be permitted to maintain their "executive officer" status until the end of the current academic year.

Executive Board terms of office shall be staggered to allow for continuity of association business.

Nominations and elections will occur every two years in the following format: Beginning November 2009, nominations will be held for the Office of President, 2nd Vice President and Secretary for a two (2) year term. In November 2010, nominations will be held for a Vice President, Treasurer and Parliamentarian for a two (2) year term.

Section III. Powers and Duties of the President

The President of the Association or designee shall preside at all meetings of the Association and the Executive Committee. He/she may also serve as a non-voting, ex-officio member of all other committees and shall appoint the chairperson of such committees or task forces of the Association as the Association may establish from time to time. The President is responsible for submitting a yearly budget to the Executive Committee for approval at the October meeting. All past Presidents are allowed to attend Executive Committee meetings for a period of two (2) years. Past Presidents shall not be allowed to vote on any items unless they are part of the Executive Committee.

Section IV. Powers and Duties of the Vice Presidents

The Vice-Presidents shall be a member of the Executive Board with such powers and duties as may be assigned to this office by the Association or President. Upon absence or incapacity of the President, the most senior Vice-President shall have and exercise all the powers of the President until a new election can be arranged. The Vice-Presidents shall coordinate the production and distribution of the internal and/or external newsletter, scholarships, and submit a yearly budget to the Executive Committee for approval at the October meeting.

Section V. Powers and Duties of the Secretary

The Secretary of the Association shall be a member of the Executive Board. The Secretary shall record, or cause to be recorded the attendance, motions, votes and minutes of the proceedings in a book to be kept for that purpose. The Secretary shall provide identification numbers for all motions and keep, or cause to be kept, in a proper and safe manner all documents and records of the Association. The Secretary shall prepare or cause to be prepared such correspondence as directed by the Executive Board and shall submit a yearly budget to the Executive Committee for approval at the October meeting.

Section VI. Powers and Duties of the Treasurer

The Treasurer shall be the Chief Fiscal Officer of the Association. The Treasurer shall be a member of the Executive Board and shall have other such powers and duties as may be assigned to this office by the President. The Treasurer shall oversee the custody of the Association funds, the receipt and deposit of all monies of the Association in such depositories as shall be authorized by the Executive Committee and the expenditure of all monies of the Association via such

disbursement mechanisms as shall be authorized by the Executive Committee. The Treasurer shall also keep or cause to be kept, full and accurate accounts of said receipts and disbursements in the Association books and shall furnish the Executive Committee with monthly reports of such transactions. The Treasurer shall cooperate with an annual independent audit, initiated by the Executive Board and is responsible for submitting a yearly budget to the Executive Committee for approval at the November meeting.

Section VII. Powers and Duties of the Parliamentarian

The Parliamentarian will monitor the Association's adherence to Roberts Rules of Order and the Association By-laws in the conduct of all business. On an annual basis the Executive Committee shall review the organizations By-laws and make recommendations for revision to the Parliamentarian. The Parliamentarian shall be a member of the Executive Board. The Parliamentarian shall submit a yearly budget to the Executive Committee for approval at the October meeting.

Section VIII. Signatories

The President and Treasurer shall serve as the signatories of the Association. Two signatures will be required for all transactions. The President shall review and approve all required transactions.

Section IX. Removal of Officers

Any officer of the Association may be removed during his/her term in accordance with the procedure described in Article IV, Section IV and Article VII, Section II of these By-laws.

Section X. Regional/County Chairpersons Selection Process

Regional/County Chairpersons shall be elected by a simple majority vote by the members of the region at the meeting following the general election. The Regional/County Chairperson may appoint a Regional/County Co-Chairperson. The term of office for the chairpersons and/or co-chairperson shall be for a period of two years. Each region has one vote on the Executive Committee. Executive officers may not be considered for the position of Region all County Chairperson. Regional/County Chairpersons shall meet the criteria for "standard membership."

Section XI. Vacancies

Should the President's office become vacant for any reason, the senior Vice-President shall fill the position for the unexpired term. Vacancies in any other elected office shall be filled at the next regularly scheduled meeting of the Executive Committee in accordance with the procedures described in Article VII, Section III of these By-laws.

ARTICLE VI. COMMITTEES

Section I. General Description

The Association may elect or cause to be appointed such committees and subcommittees as the Association may deem necessary in performing the business of the Association and fulfilling the purpose of its members. Such committees shall have such powers, duties and obligations as described in these By-laws and any additional responsibilities as may be delegated by the

Executive Committee.

The actions of all committees shall be duly reported to the Executive Committee and a record made thereof. There shall be Standing and Ad-Hoc committees. The membership of Standing Committees shall consist of members of the Association. The membership of Ad-Hoc committees may include members other than members of the Association as appropriate and when approved by the Executive Committee.

Section II. Standing Committees

The Standing Committees of the Association are the Executive Committee, Legislative Committee, Membership Committee, Nominating Committee, Professional Development Committee, Public Awareness Committee, Statewide Conference Committee, Technology Committee and other ad hoc committees as the Association may authorize. Each chairperson of a region/county has one vote on the Executive Committee.

Subsection a. Selection Process: The President of the Association with the consent of the Executive Officers of the Association shall appoint the Chairperson of each Standing Committee.

Any retired member, who wishes to remain a committee chair, may do so, at the discretion of the President and the Executive Board. If the retired member becomes employee of an agency, he/she is required to step down from being a committee chair.

Subsection b. Composition: All Standing Committees shall consist of not less than three (3) or more than eight (8) members and such members or technical advisors as the Association may direct.

Subsection c. Term: The members of each Standing Committee shall serve at the discretion of the President of the Association.

Subsection d. Dissolution: A Standing Committee may be dissolved upon a majority vote of the Executive Committee.

Subsection e. Operating Rule: The rules of all standing committees, including eligibility, quorums, voting, absences, removal of members and vacancies shall be in conformity with similar rules for the Association described in these By-laws.

Section II A. Legislative Committee There shall be a standing committee of the Association called the Legislative Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson of the Legislative Committee.

Subsection b. Meetings: Meetings of the Legislative Committee shall be held at such time

and place and for such purpose as the President of the Association and/or the Chairperson may determine.

Subsection c. Responsibilities: The Legislative Committee shall be responsible for monthly updates via the Internet, of state and federal legislation pertaining to student assistance program issues focusing on alcohol, tobacco and other drugs, as well as other addictive and mental health issues, funding issues and public policy. The committee, subject to the approval of the Executive Committee shall contribute to the general newsletter. Any action taken by the Legislative Committee shall be reported to the Association at its next regular Executive Committee Meeting.

Subsection d. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the October meeting.

Section II B. Membership Committee

There shall be a Standing Committee of the Association called the Membership Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson of the Membership Committee.

Subsection b. Meetings: Meetings of the Membership Committee shall be held at such time, place and for such purpose as the President of the Association and/or Chairperson may determine.

Subsection c. Responsibilities: The Membership Committee shall be responsible for monthly updates of membership list and distribution to regional/county chairpersons, increasing Association membership, design of an updated membership brochure annually, and performing other duties relating to the Membership Committee. Any action taken by the Membership Committee shall be reported to the Association at its next regular Executive Committee Meeting.

Subsection d. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the October meeting.

Section II C. Nominating Committee

There shall be a Standing Committee of the Association called the Nominating Committee. It shall be composed of the Chairperson and at least two (2) other members of the Association, one of which shall be an Executive Committee member.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson of the Nominating Committee.

Subsection b. Meetings: Meetings of the Nominating Committee shall be held at such a time and place and for such purposes as the President of the Association and/or the Chairperson may determine.

Subsection c. Responsibilities: The Nominating Committee shall compile and submit lists of candidates (including a short biography on each candidate) for all offices to the membership no later than two (2) months prior to the scheduled election date.

Subsection d. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the November meeting.

Subsection e. All current "standard memberships" of the organization shall have the right and opportunity to vote for their President and Executive Board members. This Committee shall also be responsible for conducting the election including the soliciting of write-in votes and shall be responsible for tabulating and recording the results, and reporting the results to the Executive Committee and the membership, two (2) months prior to the Statewide Conference. The Nominating Committee is responsible for submitting a yearly budget for the following calendar year in October to the Executive Committee for approval at the November meeting.

Section II D. Professional Development Committee

There shall be a standing committee of the Association called the Professional Development Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson of the Professional Development Committee.

Subsection b. Meetings: Meetings of the Professional Development Committee shall be held at such time and place and for such purpose as the President of the Association and/or the Chairperson may determine.

Subsection c. Responsibilities: The Professional Development Committee shall coordinate plans for the training needs of the organization's membership. The committee shall strive to provide a minimum of one county/regional training opportunity. This training opportunity shall be in addition to the statewide conference.

Subsection d. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the November meeting.

Section II E. Public Awareness/Outreach Committee

There shall be a Standing Committee of the Association called the Public Awareness Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson

of the Public Awareness Committee.

Subsection b. Meetings: Meetings of the Public Awareness Committee shall be held at such time and place and for such purpose as the President of the Association and/or the Chairperson may determine.

Subsection c. Responsibilities: The Public Awareness Committee shall be responsible for arranging all exhibits at conferences to include payment of registration, coordinating of ASAP-NJ display and materials, staffing at conference sites, and ordering of promotional products according to the needs of all Association committees, and coordinating/enhancing media exposure.

Subsection d. Any action taken by the Public Awareness Committee shall be reported to the Association at its next regular Executive Committee Meeting.

Subsection e. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the October meeting.

Section II F. Statewide Conference Committee

There shall be a standing committee of the Association called the Statewide Conference Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson(s) of the Statewide Conference Committee.

Subsection b. Meetings: Meetings of the Statewide Conference Committee shall be held at such time and place and for such purpose as the President of the Association or the Chairperson may determine.

Subsection c. Responsibilities: The Statewide Conference Committee shall coordinate plans for the annual Association Conference. The Statewide Conference Committee Chairperson(s) shall provide a written report to the Association at the regular Executive Committee Meeting, and a standing base budget proposal based on the average of the three previous conference years, by the June Executive Committee Meeting.

Subsection d. The Chairperson shall a budget proposal for each year by the October meeting.

Section II G. Technology Committee

There shall be a standing committee of the Association called the Technology Committee.

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson(s) of the Technology Committee.

Subsection b. Meetings: Meetings of the Technology Committee shall be held at such time and place and for such purpose as the President of the Association or the Chairperson may determine.

Subsection c. Responsibilities: The Technology Committee shall develop, implement and revise the State-wide website as needed and warranted and act as a liaison to all other Executive Board and Committee Chairs and County/Regional Chairs

Section II F. Ad-HOC Committees

The Executive Committee may appoint or otherwise enable the establishment of Ad-Hoc Committees of the Association in order to accomplish some specific purpose, which is deemed beyond the scope of a Standing Committee (i.e. Ethics Committee).

Subsection a. Chairperson: The President of the Association shall appoint the Chairperson to any Ad-Hoc Committee.

Subsection b. Term: Ad-Hoc Committees shall cease to exist upon completion of the objective or expiration of the appointment, whichever comes first.

Subsection c. Responsibilities: The President of the Association shall determine the specific charge, expectations, due date and other responsibilities appropriate to the Ad-Hoc Committee constituted.

Subsection d. The Chairperson shall provide a written report to the Association at regular Executive Committee Meetings and prepare a budget proposal for each year by the November meeting.

ARTICLE VII. Executive Committee and Conference Committee Guidelines for Annual State Conference Registration and Hotel Stay Paid by ASAP-NJ (beginning January 1, 2013)

Section I. ASAP-NJ will pay conference registration and 2 night's hotel room for all Annual State Conference Committee members meeting the criteria below. A list of Annual State Conference Committee members shall be submitted to the Executive Board by November 30, each year.

- A. Any Executive Board, Committee Chair and or Co-Chair/County/Regional Chair who has participated/attended in all but one scheduled ASAP-NJ State Meeting in a calendar year shall be eligible to receive conference and room gratis at the State Annual Conference.
- B. In the case of Committee Co-Chairs and counties/regions where there are co-chairs, both co-chairs are eligible for conference status as long as the attendance/participation

requirement to State meetings has been met by at least one of the co-chairs during the calendar year.

Subsection a. Changes in County/Regional Chair during any 12 month time period will follow the above guide except that all meetings (- one) may have been attended by 2 separate individuals. All absences must be excused by the President.

Subsection b. In the case of Regional Chairs who have resigned during the calendar year, the active Regional Chair on December 31 of that year will be offered conference gratis.

Section II. In order for ASAP-NJ to pay conference registration and 2 night's hotel room for the above, the Annual State Conference Chairperson must be notified in writing by November 30 or the year prior to the Annual State Conference date.

Section III. There is no transfer of benefit under these rules. Travel to and from the conference and additional meals are not included, and will not be reimbursed by ASAP-NJ. Applications for

Exceptions to any of the aforementioned must be made in writing to the Annual State Conference Chairperson AND the President of ASAP-NJ by November 30 of the year prior to the Annual State Conference.

Effective: 11/1/09

Revised: 11/17/11

Revised: 10/18/12

Revised: 2/5/16

ARTICLE VIII. RESIGNATION, REMOVAL OR OTHER VACANCY

Section I. Resignations

Any Executive Committee member of the Association may resign at any time by giving written notice to the Association through the Executive Board of the Association. Any such resignation shall take effect at the time specified therein.

Section II. Removals

The Association at any meeting called for the purpose, may, by a two thirds (2/3) majority vote of those present and voting, remove from office any officer elected or appointed by the Association when such action is deemed to be in the best interest of the Association. Written notice must be given one (1) month prior to such meeting or action.

Section III. Vacancies

If the office of any elected officer becomes vacant for any reason, the Executive Committee may at the next Executive Committee Meeting or a special meeting called for that purpose and by vote of

the majority of Executive Committee Members present and voting choose a successor who shall complete the unexpired term.

ARTICLE IX. DISSOLUTION

The Executive Committee Members may, at any time, voluntarily dissolve the Association with a majority vote of the Association. The assets of the Association will be distributed to a worthwhile cause as determined by the Executive Committee Members.

ARTICLE X. CHANGES TO THE BY-LAWS

The Parliamentarian will draft changes to the By-laws with input from the Executive Committee. Discussion and approval of the changes will take place at a regular Executive Committee Meeting.

An updated copy of the By-laws will be provided to Association members via the Associations website and E-mail distribution.

The preceding By-laws of the Association of Student Assistance Professionals of New Jersey are hereby adopted as of February 5, 2016 and supersede all other By-laws for said Association.