

# **New Jersey State Vocational Assembly**

## **Proposed By-Laws**

### **1.0 Purpose**

The New Jersey Vocational Assembly is formed to assist the District Governors in promoting the Vocational Avenue of Service and to recognize Rotarians within the Districts of New Jersey who are doing outstanding Vocational Service.

### **2.0 Organization**

The NJ Vocational Assembly shall consist of a Committee that represents each of the participating Rotary Districts. The participating districts rotate the chairmanship of the committee (i.e.: Rotary Districts 7470, 7490, 7500, 7510 and 7640). The Chairperson appointed by the district should be an experienced Past District Governor (or Vocational Service Director) who has prior experience serving as a “senior member” in the prior structure or who has served on the committee as a District Governor-Elect and District Governor in the structure described by these bylaws. If there is not an experienced Rotarian within the District who turn it is to assume Chairmanship, or the District’s tradition and/or bylaws dictates that this position is filled by an incoming District Governor Nominee or District Governor-Elect, the Vocational Assembly shall except that appointment.

### **3.0 Composition**

Composition of the NJ Vocational Assembly Committee shall include the District Governors for the year the assembly is being held, District Governors-Elect for the same year, and all nominated District Governors of each participating Rotary district as well as the District Vocational Chair person or representative of that year. The respective District Governors may also name other Rotarians, representing the participating districts, to the Committee. The immediate past Chairperson is an exofficio member of the Committee.

### **4.0 Executive Officers and Executive Committee**

4.1 Executive Committee Officers shall include the Chairperson as described in section 2.0, the immediate past Chairperson, the Secretary and the Treasurer. Terms of each office shall be for one year. The Secretary will be appointed from the District who will chair the event next year. The Treasurer will be selected from the District who will chair two years. The committee will approve the treasurer and secretary by way of vote.

### **5.0 Officers Responsibilities**

5.1 The Chairperson shall establish meeting dates, set the meeting agenda and preside at Committee meetings. The Chairperson shall make all Committee assignments beyond those described in section 6.0 and oversee all Committee functions. That Chairperson shall be the principal signer on all contracts after approval of the committee.

5.2 The Secretary shall record and distribute the minutes of all Committee meetings. The Secretary shall be responsible for maintaining accurate information and records. All such minutes and records shall be handed down to the succeeding secretary for a record of at least seven years from the current year.

5.3 The Treasurer shall maintain the Committee's financial records. The Treasurer shall open and maintain a checking account in the name of the Committee at a bank conveniently located in all areas of the state if possible as well as be responsible for all disbursements. The Treasurer shall submit a financial report at each Committee meeting and a summary compilation of all income and expenses within forty-five days of completion of each Vocational Assembly.

5.4 A Review Committee made up of two members will review the treasurer's report within forty-five days of receipt. The Committee shall consist of two Rotarians from the District that will chair the Vocational Assembly three years out based upon the Rotation described in section 2.0.

## **6.0 Committee Assignments**

To accomplish its stated purpose, The NJ Vocational Assembly Committee, assigns specific duties to the members that make up the Committee. These duties shall be divided equally into a number that matches the number of members participating in the Vocational Assembly.

## **7.0 Finances**

7.1 A budget will be written and approved before the end of February preceding the next Vocational Assembly by the committee. All costs including Honorariums, travel and rooms for speakers need to be included in the budget.

7.2 The Assembly should be run as break-even and include a budget line item to build a contingency fund (if not already funded at the percentage listed below). The contingency fund line item should not increase the ticket price by more than five dollars in any single year's budget. Any profit with reserves from the previous years shall be deposited into the contingency fund. Any donation from this event must be built in the budget for that year. The contingency fund should be 25% of the budget. Should the contingency fund grow beyond 25%, that excess shall be used to subsidize the event the following year.

Should the assembly not continue, all funds in the contingency fund shall be divided among the member districts equally?

7.3 In the event the Assembly does not break even, the contingency fund account will be used first then the remainder of the loss is to be divided equally among the districts that are part of this agreement.

### **8.0 Meeting, Assembly Site Location and Date**

It is recommended that all meetings be held in a central location.

The NJ Vocational Assembly shall be located in a place centrally located in New Jersey and is easily accessible from major highways. The location shall stay consistent from year-to-year providing the venue is able to accommodate the Vocational Assemblies needs including cost. The committee will approve the initial location and review annually. Before setting a date, the Rotary Zone and current Zone Director should be contacted to avoid conflict with other events. The Zone contact or Zone Director should be asked to check with the Rotary International Presidents schedule in order to try and get the President at the Vocational Assembly.

### **9.0 By-Laws**

The participating Rotary Districts of NJ that comprise NJ Vocational Assembly agree to abide by the terms and conditions spelled out in the By-Laws. All districts, per RI Manual of Procedure, must approve the original By-Laws. The participating Districts allows the NJ Vocational Assembly Committee the right to adopt and revise these By Laws as it deems appropriate so long as each governor has agreed to the activity and then only after approval of two-thirds of the clubs in each district. The review is to be held in accordance to the By Laws or handbook of the respective District. Any proposed changes shall require at least 3/5ths of the voting districts to approve the change(s).

### **10. Voting**

Each District will receive one vote regardless of the amount of members of that district on the committee. The number of votes will equal the number of districts. The District Governor or his or her assignee shall cast the Votes.