

# **Police Association of South Jersey**

## **Bylaws**



**Revised December 2007**

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## **BY-LAWS OF POLICE ASSOCIATION OF SOUTH JERSEY**

### **ARTICLE I: NAME AND PURPOSE OF THIS ORGANIZATION**

The name of this organization is the Police Association of South Jersey and shall hereinafter be referred to as "PASJ". The purpose of this association is to provide a facility for law enforcement training and civilian instruction in marksmanship and the safe handling of firearms.

### **ARTICLE II: PROCEDURES**

#### **Section a) Meetings:**

All meetings of the PASJ shall be held at the range location at 41 East Broad St., Berlin, N.J. and will be held quarterly, March, June, September and December on the second Tuesday of the month, starting at 8:00 p.m. The Executive Board will meet on the second Tuesday each month, starting at 7:00 PM. Special meetings may be called at anytime the board sees fit and in the event of special emergencies. The Association shall require a minimum of seven (7) Members in good standing are present in order to be consider a Quorum/Official meeting. In the event that the amount of said members are not present, then the President has the right to hold an unofficial meeting and that the board passes an executive order to pay all recurring bills.

#### **Section b) Elections:**

The Association will accept into nomination any member in good standing for a position on the Board except for the offices of President and Trustee. *\*(refer to Article #III)*. Nominations shall be held at the September meeting and shall be posted, along with additional nominations, at the range and on the website for the months of October and November and be voted upon at the December meeting by secret ballot. Two (2) members not in the nomination shall conduct tabulation. The results shall be read at the end of tabulation, and the Secretary shall enter the results into the official minutes and shall keep the ballots for three (3) months for review by any member in good standing, at which time they can be discarded. All members of the executive board and trustees shall be sworn in at this time. The President shall swear in any member whom is not present at the time of swearing in at the next official meeting.

#### **Section c) Issue Voting:**

The Secretary shall record any business, which requires a vote by the Association, into the meeting minutes. All issues must be proposed and seconded in order to be voted upon. A failure to receive a second will require the issue to be noted in the minutes as dropped, and shall be entered by the Secretary. All names of persons proposed and seconded any issues shall be recorded into the minutes. The majority rules on any business voted upon by the voting membership. The Secretary shall enter the number of members for and against an issue and enter the numbers into the minutes of the meeting. Any motion proposed and voted down shall also be recorded

into the meeting minutes. The President shall withstand from voting, but will have the deciding vote should there be a tie.

**Section d) Penalties & Judgments:**

Any violation of Range Rules must be made in writing and after review by the Executive Board, will be acted upon by the Judicial Committee. The violation will be read at the next official meeting and the decision will be announced and entered into the meeting minutes. In the event of any violations the Judicial Committee shall levy any and all fines and punishments. If a member is ARRESTED for DWI, Disorderly Person, an indictable offense, Domestic Violence or becomes a subject of a Temporary/Final Restraining Order it becomes the member's obligation to notify the Executive Board. Said member's membership will be suspended until judgment by the court, at which time the Board will review the issue. During suspension, membership cards must be surrendered.

**Section e) By-Laws:**

Any member in good standing with the PASJ may, in writing to the Executive board/by-law committee submit any changes to the by-laws at any *OFFICIAL* meeting. These changes shall be entered into the official meeting minutes, posted on the website and on the range bulletin board with available copies for members to take. The submitted changes will be read to the body in attendance at two official meetings and voted upon at the next regular meeting. Majority vote shall pass said changes, which will be entered into the meeting minutes and then added to the By-Laws. If said changes are not passed, the Secretary shall make note of the defeat in the meeting minutes. All members of the Association can obtain copies of the Bylaws at the range or from the PASJ website [www.pasnj.com](http://www.pasnj.com).

**Section f) Order of Business:**

The order of business for the Association shall be as follows:

- a:) Call to order
- b:) Pledge of allegiance / Moment of silence
- c:) Roll call of Officers
- d:) Reading of minutes
- e:) Report of president
- f:) Report of treasurer
- g:) Report of committees
- h:) Unfinished business
- i:) New business
- j:) Programs
- k:) Announcements for the Good of the Association
- l:) Adjournment

### **ARTICLE III: EXECUTIVE BOARD AND TRUSTEES**

The PASJ Executive Board will be made up of a President, Vice-President, Secretary, Treasurer, and four (4) Trustees. Any Member in good standing shall be entitled to hold any position, **except for President or for Trustee. These positions require two (2) consecutive years of membership in good standing.** Officers may not hold more than one (1) office **concurrently**. The officers shall serve a term of two (2) years starting at the time of election. If an officer misses two (2) consecutive regular full meetings unexcused, he/she shall be notified in writing. Pending a review and appeals shall be removed from office and nomination shall be held to fill said position. If the President is removed the Vice-President shall fill that position, and the President shall appoint the Vice President. All terms are for the duration of the original term. The nomination and election shall be held immediately. The Association requires a motion, in writing, for the removal of any officer and must include the charges. It will then be turned over to the body for a vote. E-mail, phone or mail may be used.

#### **Section a) President:**

The President shall preside at all regular and special meetings of this Association. He/she shall be the principal executive officer of the Association and, shall in general supervise and control all business and affairs of the Association. He/she shall act in every manner as the executive officer and, shall appoint all regular and special committees as seen fit. He/she shall appoint with the approval of the body a solicitor who shall hold office for the term two (2) years. The President shall sign the previous months minutes after the body has approved them.

#### **Section b) Vice-President:**

In the absence of the President, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subjected to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President.

#### **Section c) Secretary:**

The Secretary shall keep the minutes of the meetings in a book provided for this purpose; **that will remain the property of the Association.** The Secretary shall also see that all notices are duly given in accordance with the provisions of these By-Laws or as state and federal firearms laws require. He/She shall keep a list of members of the Association and keep a record of all officers and members attending meetings, regular or special. The President shall sign the meeting minutes from the previous month after they have been read and accepted by the body.

#### **Section d) Treasurer:**

The Treasurer/Financial Secretary shall collect all dues and assessments. He/She shall keep a correct record of the financial standing's of all members. He/She shall keep a correct record of all money received and shall make no disbursements unless properly ordered to do so and shall draw no checks except upon order of the

President. All dispersed checks must be signed by one of the two authorized signers that being the President, or the Treasurer. The Treasurer shall give bond or the security in such form and amount as the Association shall from time to time decide. All money received by the Treasurer belonging to the Association shall be placed into a depository to be designated by the Association.

**Section e) Trustees:**

It shall be the duties of the Trustees to take charge of all real estate and personal property of the Association, and to sell, lease, or in any way dispose of the same or to accept by purchase or gift subject to the directives of the Association. Each shall chair on one (1) or any of the standing committees.

**ARTICLE IV: COMMITTEES**

**Section a) Membership Committee:**

This committee shall maintain membership records, recruit new members along with police departments and maintain a newsletter. This committee should review, and validate as possible, information on new member applications. This committee should seek range officer evaluations of new applicants.

**Section b) Range Committee:**

This committee shall appoint range officers, acquire targets and be responsible to schedule any competitions or range activities. It is also responsible for the maintenance of the range. All range officers MUST be certified as a firearms instructor or Range Safety Officer by one of these certifying authorities: NRA, Police Training Commission, the NJ State Police, law enforcement agency of some other state or the Federal government. All certificates MUST be kept on file with the sitting President. If there is a shortage of certified range officers, the President has the option to appoint, on a single six-month basis, any member in good standing with at least three (3) years firearms experience.

**Section c) Building Committee:**

This committee shall be responsible for the physical plant along with maintaining the supplies such as cleaning supplies, soap, paper towels, etc.

**Section d) Judicial Committee:**

This committee shall be responsible for resolving any disputes along with issuing any fines or penalties that should arise. It shall have the duty to review, resolve and/or penalize, by vote, any infractions brought to its attention. In the event of a tie, the President shall vote.

**Section e) By-Laws Committee**

This committee shall be responsible for any and all interpretations, review and

revisions of the by-laws.

## **ARTICLE V: MEMBERSHIP**

A member in good standing will be designated as such when all dues and fees are paid up to date. There shall be four (4) types of members. The types shall be known as Regular, Life/Honorary, Family and Department. No person under 18 years of age will be eligible for membership. A prospective member must complete and application form and make payment of annual dues. All members must possess a New Jersey Firearms ID Card or show proof of application for one. Non-NJ residents are exempt, as long as they would meet the New Jersey standard if they were residents. This requirement is waived for active duty and retired law enforcement personnel. PASJ reserves the right to deny new memberships and revoke current ones.

### **Section a) Regular Membership:**

Any member in good standing shall be known as a Regular Member. They shall pay the annual fee as posted for membership. A regular member shall have one (1) vote on Association decisions.

### **Section b) Life/Honorary Membership:**

This membership classification is for members who have had 25 years of consecutive service in the Association. Members shall have (1) one vote on all Association decisions.

### **Section c) Family Membership:**

This classification is for families up to four (4) people. They shall pay the annual membership fee as posted. In this classification there will be one (1) vote per household membership on all Association decisions. At least one (1) of the family group should attend a workday at least once a year.

### **Section d) Department Membership:**

This classification is for law enforcement personnel who are active members of the same police department. A list of names and badge numbers is required on police department letterhead along with completed individual application forms. They shall pay the annual membership fee as posted. There will be only one (1) vote allowed by the group on all Association decisions.

Any Department wishing to use the range for police training shall contact the range master or President of the Association one (1) week in advance on department letter head with there requests and there intentions. Also, if any items such as targets, ammo, or entrance to the building, should be in the request. It should also be noted that the department is responsible for any damage to the facility and clean up. During departmental use of the range a PASJ Range Officer must be on the premises. The Police Officer and Range Officer will complete an inspection of the range in charge before and after firing.