

New Jersey Career Center Consortium (NJC3)

New Jersey Career Center Consortium strives to be the model of academic-employer partnerships. Our focus is to continually increase the competency and professionalism of Career Centers, provide programs of clear value to colleges and employers and inspire the highest level of active participation from our career services and employer membership. In addition NJC3 is committed to encouraging New Jersey colleges and universities to adopt the concept of Cooperative Education and Internships; to building partnerships among all New Jersey Cooperative Education colleges, universities and employers; and to providing support to strengthen new and existing Cooperative Education and Internship programs.

New Jersey Career Center Consortium will conduct two conferences (Fall and Spring) as well as mini-conferences or roundtable events (Winter and Summer breaks). The mission is to facilitate networking interactions and the establishment of partnerships between career services professionals and employers who seek to hire students and alumni; and, (2) to provide for the professional development of its members through programming and information.

Constitution

ARTICLE I: NAME

The name of the organization is New Jersey Career Center Consortium consisting of New Jersey career centers and employers who support the hiring of students and alumni.

ARTICLE II: MISSION

To facilitate networking interactions and the establishment of partnerships between career services professionals and employers who seek to hire students and alumni; and to provide for the professional development of its members through programming and information.

ARTICLE III: MEMBERSHIP

Members will fall into one of the basic membership types.

Regular Membership shall consist of two categories: College Members and Employer Members.

Special Membership shall consist of the categories: Affiliate Members, Associate Members, and Graduate Student Members.

Section A: Regular Membership

1. College Membership

College membership shall be open to professional staff of post-secondary institutions who are principally engaged in career counseling, career development, cooperative education and

internship development, employer/recruitment relations and/or employment at these institutions.

2. Employer Membership

Employer membership shall be open to persons principally engaged in partnering with college members described in Section A-1 and whose primary responsibilities are the recruitment and/or career development of students/graduates from these educational institutions.

These individuals must be employees of firms or organizations which select and train graduates from colleges and universities for employment within their organization only.

Section B: Special Membership

1. Affiliate Members

A person no longer eligible for College or Employer membership who has contributed to the field of human resources, college relations or career services may apply for and be approved for Affiliate Membership by the Executive Board. This will be done by submitting a statement indicating the nature of the interest in the association.

Affiliate Members pay dues and are allowed to vote, but may not hold office or chair a committee. They may serve as a member of a committee.

2. Associate Membership

Associate membership is open to representatives of organizations whose purpose is to provide a service to career services and/or HR/staffing functions, and are complementary to, consonant with, and supportive of the purposes of this Association, but who do not qualify for either College or Employer membership.

Associate Members pay dues and are allowed to vote, but may not hold office or chair a committee. They may serve as a member of a committee.

3. Graduate Student Membership

Graduate Student Membership is open to graduate students enrolled at an accredited degree-granting institution and preparing for a career in career services and/or HR/staffing. A student may retain this Graduate Student membership status for up to one year following completion of degree requirements unless or until the student is eligible for membership in one of the above categories. Student membership is not open to any individual who would be eligible for membership under the above categories.

Graduate Student members may not vote, hold office, or chair a committee. *(footnote 5)*

Section C: Conditions of Membership

Requests for initial membership, requests for a change from one type of membership to another, or notification of a significant change of duties and/or employer shall be submitted to the Vice President of Finance and Membership who shall provide any required forms.

If for whatever reason a member is no longer qualified for membership under the terms of Article III, Section A, that membership will automatically terminate at the end of the fiscal year, unless exception is approved by the Executive Board.

1. Membership in the New Jersey Career Center Consortium is expressly conditioned upon compliance by all members with the purposes set forth in its constitution and by-laws.
2. Any member who fails to comply strictly with the purpose of New Jersey Career Center Consortium may be placed on probation or suspended from membership. The power to enforce this provision is vested in the Executive Board, which shall take action by vote of the majority of the Executive Board.
3. A decision by the Executive Board to exclude a member from membership to New Jersey Career Center Consortium or to place a member on probation or suspension may be appealed to the membership at the next annual spring meeting.

A two-thirds vote of all members present shall be required to reverse a decision of the Executive Board.

Section D: Approval of Membership

If there is a question about a membership application, the President or designee shall receive, review and take appropriate action reporting the same to the Executive Board.

ARTICLE IV: BASIC POLICIES

Section 1: The basic policies of the Association are:

- A. The Association shall be noncommercial, nonsectarian and nonpartisan.
- B. The Association shall cooperate with colleges, universities, and employers to support the improvement career services and employer relations, but shall not attempt to interfere with the administration of those organizations.
- C. The Association may cooperate with other organizations and agencies concerned with career centers and employers, but persons representing the Association in such matters shall have no authority to make commitments that bind the Association to that action or to policies, unless such authority is specifically delegated under the terms of these Bylaws or under the parliamentary authority adopted in Article VII.

D. Neither the name of the Association nor the names of any members in their official capacities shall be used in any purpose unless directly related to the promotion of the objectives of the Association, nor shall those names be used in any connection with a commercial concern or with any partisan interest.

E. The Association shall not participate, directly or indirectly, in any political campaign on behalf of any candidate for public office or in opposition to any such candidate, nor shall the Association attempt to affect the outcome of any political campaign in any way, including the publishing or distributing of any statements.

Section 2: Personal Liability

The Trustees and officers of the Corporation shall not be personally liable for any debt, liability or obligation of the Corporation. All persons, Corporations or other entities extending credit to, contracting with, or having any claim against the Corporation may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Corporation

Section 3: Indemnification

The Corporation shall, to the extent legally permissible and only to the extent that the status of the Corporation as an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, is not affected thereby, indemnify each of its Trustees, officers, employees and other agents (including persons who serve at its request as Trustees, officers, employees or other agents of another organization in which it has an interest) against all liabilities and expenses, including amounts paid in satisfaction of judgments, in compromise or as fines and penalties, and counsel fees, reasonably incurred by him in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which he may be involved or with which he may be threatened, while in office or thereafter, by reason of his being or having been such a Trustee, officer, employee or agent, except with respect to any matter as to which he shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his action was in the best interests of the Corporation; provided, however, that as to any matter disposed of by a compromise payment by such Trustee, officer, employee or agent, pursuant to a consent decree or otherwise, no indemnification either for said payment or for any other expenses shall be provided unless such compromise shall be approved as in the best interests of the Corporation, after notice that it involves such indemnification: (a) by a disinterested majority of the Trustees then in office; or (b) by a majority of the disinterested Trustees then in office, provided that there has been obtained an opinion in writing of independent legal counsel to the effect that such Trustee,

officer, employee or agent appears to have acted in good faith in the reasonable belief that his action was in the best interests of the Corporation; or (c) by a majority of the disinterested members entitled to vote, voting as a single class. Expenses including counsel fees, reasonably incurred by any such Trustee, officer, employee or agent in connection with the defense or disposition of any such action, suit or other proceeding may be paid from time to time by the Corporation in advance of the final disposition thereof upon receipt of an undertaking by such individual to repay the amounts so paid to the Corporation if he shall be adjudicated to be not entitled to indemnification under applicable state law. The right of indemnification hereby provided shall not be exclusive of or affect any other rights to which any Trustee, officer, employee or agent may be entitled. Nothing contained herein shall affect any rights to indemnification to which corporate personnel may be entitled by contract or otherwise under law. As used in this paragraph, the terms "Trustee", "officer", "employee", and "agent" include their respective heirs, executors and administrators, and an "interested" Trustee is one against whom in such capacity the proceedings in question or another proceeding on the same or similar grounds is then pending.

ARTICLE V Non-Profit Status

Notwithstanding anything in these bylaws to the contrary, the following shall apply to all affairs and actions of the Corporation:

The purpose of the Corporation, as stated herein, shall be carried out by its board of Trustees in a manner that will enable the Corporation to qualify as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder. Toward this end, the Corporation shall have the following powers in furtherance of its purposes:

- A. The Corporation may purchase, receive, take by grant, gift, devise, bequest or otherwise, lease, or otherwise acquire, own, hold, improve, employ, use and deal in and with real or personal property, or any interest therein, wherever situated, in an unlimited amount;
- B. The Corporation may solicit and receive contributions from any and all sources and may receive and hold, in trust or otherwise, funds received by gift or bequest;
- C. The Corporation may sell, convey, lease, exchange, transfer, mortgage, pledge, encumber, create a security interest in or otherwise dispose of, by gift or in any other manner, any or all of its property, or any interest therein, wherever situated and however acquired;
- D. The Corporation may purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, employ, sell, lend, lease, exchange, transfer, or otherwise dispose of, mortgage, pledge, use or otherwise deal in and with, bonds and other obligations, shares or other

securities or interests issued by others, whether engaged in similar or different business, governmental or other activities;

E. The Corporation may make contracts, give guarantees and incur liabilities, borrow money at such rates of interest as the Corporation may determine and issue its notes, bonds and other obligations with or to any person, firm association, corporation, municipality, country or any other entity;

F. The Corporation may lend money, invest and reinvest its funds, and take and hold real and personal property as security for the payment of funds so loaned or invested;

G. The Corporation may be an incorporator of other corporations of any type or kind;

H. The Corporation may be a partner in any business enterprise which it would have power to conduct by itself;

I. The Trustees may make, amend or repeal the by-laws in whole or in part, except with respect to any provision thereof which by law or the by-laws requires action by the members;

J. Meetings of the members may be held anywhere in the United States;

K. The Corporation may exercise all powers necessary or convenient to effect any or all of the purposes for which the Corporation is formed; provided, however, that no such power shall be exercised in a manner inconsistent with the applicable state law or the requirements contained in Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder.

L. Notwithstanding any powers granted to this Corporation by these Articles, its by-laws or by applicable law the following limitations upon said powers shall apply and be paramount:

M. No part of the net earnings of the Corporation shall inure to the benefit of any member, trustee or officer of the Corporation, or any private individual. No member, trustee or officer of the Corporation shall be entitled to compensation of any kind for services rendered to or for the Corporation in furtherance of one or more of its purposes. No member, trustee or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation.

N. None of the activities of the Corporation shall involve the dissemination of propaganda, or otherwise attempting to influence legislation;

O. The Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office;

P. Notwithstanding any other provision of these Articles of Organization, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code or by an organization to which contributions are deductible under Sections 170(c)(2) and 2055(a) of the Internal Revenue Code; and

Q. Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to such organizations which then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code as the board of Trustees may decide.

R. The Corporation will not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code or corresponding provisions of any subsequent Federal tax laws;

S. The Corporation will not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws;

T. The Corporation will not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code or corresponding provisions of any subsequent Federal tax laws; and

U. The Corporation will not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code or corresponding provisions of any subsequent Federal tax laws.

All references to the "Internal Revenue Code" shall be deemed to refer to the Internal Revenue Code now or hereafter in effect and the regulations promulgated thereunder or corresponding provisions of any subsequent Federal tax laws.

ARTICLE VI: OFFICERS The officers comprising the Executive Board of New Jersey Career Center Consortium shall be:

President

President Elect

Past President

Vice President for Finance and Membership

Vice President for Communications and Website

Vice President for Employer Services

Vice President for Awards

Vice President for New Trends and Legal Issues

Vice President for Networking and Social Events

Parliamentarian

Section A

The Executive Board shall have administrative responsibility for all policies of the organization.

Section B

Members of the Executive Board shall be elected in April by the membership and shall assume office on July 1.

The election procedures shall be determined by the President with the approval of the Executive Board.

ARTICLE VII: RESPONSIBILITIES OF THE OFFICERS

Section A: Duties of Officers

As determined by a two-thirds vote by the Executive Board, duties and responsibilities may be added, removed, or revised to executive board positions. *(footnote 6)*

1. President:

The responsibilities of the President are:

Preside at all the meetings of New Jersey Career Center Consortium and the Executive Board.

Serve as a member ex-officio, with the right to vote, on all committees or task forces.

Communicate with the membership on such matters as he or she deems proper to promote the goals of the association.

Perform the other duties and responsibilities as determined by the Executive Board.

2. President-Elect/Vice President of Programming

The responsibilities of the President-Elect/Vice President of Programming are:

Perform the duties of the President, if for any reason the President is unable to do so.

Plan and organize New Jersey Career Center Consortium meetings and conferences with the active support of the Past President.

Serve as chair of the Programming Committee.

If multiple committees are created, oversee the various Programming Committees and ensure a logical sequencing. Each committee would need a lead planner.

Identify professional development and programming interests of college and employer members.

Carry out a three-year commitment as a member of the Executive Board, serving as President and Past President in subsequent years.

3. Past President

The responsibilities of the Past President are:

Work closely with the President-Elect/Vice President of Programming on the development of annual meetings and conferences.

Serve as a voting member and as an advisor to the Executive Board in planning and policy formulation.

Serve as a member of the Programming Committee

Actively participate as a member of the Nominating Committee and actively work to identify nominations for open Board positions

4. Vice President for Finance and Membership

The responsibilities of the Treasurer are:

Collect all dues, maintain a membership list, and keep an account of all monies received and expended by the association.

Deposit all monies received in a bank account approved by the Executive Board and report on this account at all board meetings, the annual spring meeting, or at any other request of the President.

Provide access to all funds, books, and vouchers as requested by the President or designee from the Executive Board.

Prepare a monthly treasurer's report and quarterly reports to be submitted to the President.

Prepare an annual budget report by July 31 of each year.

Prepare for the annual audit in October of each year.

Ensure documents are submitted to the IRS to maintain non-profit status.

Conduct the membership campaign each summer

Maintain and update the official membership list each year.

Prepare a monthly membership report to the Executive Board and alert Board of need to promote college and/or employer membership.

Develop and implement strategies for recruiting college members.

Receive membership renewals and process registrations prior to each conference.

Serve as member of the Programming Committee.

5. Vice President for Communications and Website

The responsibilities of the Vice President for Communications and Website are:

Oversee the New Jersey Career Center Consortium websites and assure that accurate and up-to-date information is maintained in an appropriate manner as determined by the Executive Board.

Maintain historical files on the current year's events.

Record and post the minutes of all meetings on the website.

Create publications, promotional pieces, and newsletters and determined by the Executive Board

Maintain and monitor LinkedIn and other appropriate social networking sites.

Publish the membership directory each fall.

Market and promote college membership attendance at meetings

Take on the role of the Vice President of Programming/President-Elect, in the event that that person must take on the role of President.

6. Vice President for Employer Services

The responsibilities of the Vice President for Employer Services are:

Serve on the Executive Board to ensure representation of the interests of employer members in matters relating to the New Jersey Career Center Consortium.

Determine and articulate the tangible benefits received by employer members and establish practices to deliver these benefits.

Act as chief liaison to employer members to share concerns and ideas with the Executive Board.

Network with employers to market and promote employer membership and attendance at meetings.

Develop and implement strategies for recruiting employer members.

Perform other duties as agreed upon with the Executive Board.

7. Vice President for Awards

The responsibilities of the Vice President for Awards are:

Encourage student and practitioner participation and recognition through awards programs.

Serve as chair of the Event and Recognition Committee for Awards.

Work with membership to obtain recommendations.

Create a rubric to identify criteria for award recipients.

Identify and recognize employers who excel at internship and cooperative education experiences.

Train and encourage members to conduct research and use evaluation strategies to strengthen cooperative education and internships through a practitioner award program.

8. Vice President for New Trends and Legal Issues

The responsibilities of the Vice President for New Trends and Legal Issues are:

Stay current on all employment-related issues, specifically related to college student employment (full time, internships and co-ops.)

Present new issues and updates at Executive Board meetings.

Work with Vice President for Communications and Web Site on informing membership of legal trends and updates.

9. Vice President for Networking and Social Events.

The responsibilities of the Vice President for Networking and Social Events are:

Create opportunities for social interactions (live and virtual)

Establish opportunities for informal best practices sharing

10. Parliamentarian

The responsibilities of the Parliamentarian are:

Be informed and well versed in formal organizational policies and procedures to inform the Executive Board, guide relevant communications to members, and ensure compliance related to specific governance (this is not a role that communicates directly with membership unless directed through the Executive Board.)

Attend all Executive Board and general meetings and provide necessary advice on parliamentary procedures when requested, provide clarification on issues involving the bi-laws, oversee voting procedures at meetings when needed and serve as Chair of the Archival Committee.

Section B

The officers shall be elected by the membership.

All terms shall be one year with the exception of the Vice President of Finance and Membership, which shall be a two-year term (*footnote 1*).

The succession from President-Elect to Past President shall be automatic without further election.

Section C

No officer shall be elected to serve more than two consecutive terms in the same office, with the exception of the Vice President of Finance and Membership, which shall be elected to serve no more than one term (*footnote 2*).

Section D

Each member of the Executive Board shall be entitled to one vote.

Section E

Each member of the Executive Board shall have those duties and responsibilities as stated above in Article VI, Section A.

Section F

If a position held by a member of the Executive Board, other than President or President-Elect, is vacated for any reason, the President, with the approval of the Executive Board, shall appoint a member in good standing to fill the position until the spring elections of that year.

Section G

If the President shall vacate the office or be unable to serve, the President-Elect will automatically fill the unexpired term of the President. The Vice President for Communications and Website will automatically assume the position of President-Elect. The President will then appoint a member in good standing to carry out the responsibilities of the vacated position of Vice President for Communications and Web Site for that remaining term of office. During times of transition, Executive Board members may need to carry out dual roles.

If the Past President is unable to fulfill his/her duties, i.e., participate in Board meetings, attend programs or carry out duties related to programming, the Executive Board shall also appoint a previous Past President to fill the unexpired term of the current Past President.

If any officer does not fulfill her/his duties, the Executive Board will ask her/him to resign.

Section H

The Executive Board, acting through the President, shall arrange for an annual audit of the Treasurer's books. Since the fiscal year for the New Jersey Career Center Consortium is July 1 to June 30, this audit shall be conducted by the end of October of each year.

Section I

A majority of the Executive Board shall constitute a quorum. A majority of this quorum shall be sufficient to act.

Section J:

Executive Board Meetings

Meetings of the Executive Board shall be held on a regular basis at times established by the Board. These meetings can be in person or via teleconferencing. At least four meetings should take place typically in July, September, December, and April.

Section K: Member Programs

At least four programs should take place each year. Programs should be geared to meet the needs of college and employer members. Recommended months are: October, January, May and August.

ARTICLE VIII: NOMINATIONS /ELECTIONS

Members of the Executive Board shall be elected by the membership in April and shall assume office on July 1.

Section A

In January, the President, who serves as Chairperson, will form a nominating committee, which will be approved by the Executive Board. It will consist of the President, the Past-President, and at least two members whose names shall be made known to the membership.

Section B

In February, the President or Nominating Committee will solicit suggestions from the entire membership for nominations for the Executive Board positions. A slate will be constructed by the committee. By late April (*footnote 1*), the official ballot will be submitted to the membership eligible to vote. As directed by the Nominating Committee Chair, the Vice President for Communications and Websites will play an active role in making announcements for the Committee.

Section C

The election of officers and directors shall be by electronic ballot and shall be concluded by the 3rd week in May (*footnote 4*). Votes for write-in candidates added to the official ballot will be accepted. Each member shall have one vote. The candidate receiving the highest number of votes shall be considered elected. Ties shall be decided by a runoff of the top two candidates.

ARTICLE IX: COMMITTEES

Section A: Standing Committees

There shall be the following Standing Committees:

1. Nominating Committee will be chaired by the President. Members will include the Past-President and two members solicited by the President and Past-President.

2. Programming Committee will be chaired by the President-Elect/Vice President of Programming.

3. Event and Recognition Committee will be chaired by the Vice President for Awards.

Section: B Ad Hoc Committees and Task Forces

1. The Executive Board shall have the authority to establish standing committees, ad-hoc committees, and task forces, as deemed necessary to promote the goals of the organization.

2. These newly formed ad-hoc committees shall carry out the functions and procedures determined by the Executive Board.

3. Other independent consultant positions will be established by the Executive Board as necessary.

ARTICLE X: DUES AND FISCAL POLICY

Section A

Dues shall be determined by the Executive Board. Proposed changes in dues shall be approved by the Executive Board prior to being presented to the membership.

Section B

The fiscal year of the New Jersey Career Center Consortium shall be the twelve-month period from July 1 to June 30.

Section C

1. Dues shall be billed to members at the beginning of the new fiscal year. Membership shall be terminated if payment is not received by September 30.

2. New members shall pay full dues for the fiscal period during which they are admitted.

ARTICLE XI: AMENDMENTS

Section A

1. Amendments to the constitution of the New Jersey Career Center Consortium shall be recommended by the Executive Board and voted upon by the membership in either of the following ways:(a) The members present at the annual spring meeting may vote, provided that all members have been advised in writing at least thirty days prior to the annual spring meeting. An affirmative vote of two-thirds of the votes cast by those members present or by proxy shall be required for passage. (b) The membership shall be polled by e-mail. An

affirmative vote of two-thirds of the votes cast shall be required by passage provided that at least twenty percent of the members shall have voted.

Section B

1. The result of the voting shall be recorded by the Vice President for Communications and Website. The amendments approved shall become effective at the beginning of the next fiscal year or earlier at the direction of the Executive Board with membership approval.

Charter origin date: December 2014

Charter updates: May 2017, May 2018

Footnotes

1. *Page 10 - Amendment passed by membership in May 2017 to all terms shall be one year, with the exception of Vice President of Finance and Membership, which shall be a two-year term. The original charter established all terms shall be one year.*
2. *Page 10 - Amendment passed by membership in May 2017 to no officer shall be elected to serve more than two consecutive terms in the same office, with the exception of Vice President of Finance and Membership, which shall be elected to serve no more than one term. The original charter established no officer shall be elected to serve more than two consecutive terms.*
3. *Page 11 - Amendment approved May 2018 to submit official ballot to membership for the NJC3 elections by late April. The original charter established this process to be completed by April 15.*
4. *Page 11 – Amendment approved May 2018 for the election of officers and directors shall be by electronic ballot and shall be concluded by the 3rd week in May. The original charter established this process to be completed by May 1.*
5. *Page 2 – Amendment approved May 2019 to allow graduate student members to be a member of a committee. The original charter established did not allow graduate student members to be on a committee.*
6. *Page 7 – Amendment approved May 2019 to allow the executive board to make edits/revisions to the executive board positions, duties, and responsibilities. The original charter did not allow changes to be made without a membership vote.*