

**NEW JERSEY ASSOCIATION OF BACCALAUREATE  
AND HIGHER DEGREE PROGRAMS IN NURSING, INC.  
CONSTITUTION AND BY-LAWS**

**ARTICLE I – NAME**

Section I

The name of this organization shall be known as the New Jersey Association of Baccalaureate and Higher Degree Programs in Nursing.

**ARTICLE II – OBJECTIVES**

Section I

The objectives of this organization shall be the goals and objectives adopted February 1, 1985.

The NJABHDPN leads the advancement of professional nursing education. Created/organized in 1970, the Deans, Directors, and Chairpersons of the member Nursing Programs meet quarterly to dialogue in the interest of Baccalaureate and Higher Degree Programs in New Jersey. The members seek to be the leaders in nursing education by:

- Representing professional nursing education.
- Promoting professional nursing education.
- Serving as a resource to community agencies and nursing programs in New Jersey.
- Collaborating with New Jersey state regulatory agencies for nursing and nursing programs.
- Working with other associations and organizations to advance professional nursing and nursing education.
- Addressing proactively critical issues with respect to health care, nursing practice and nursing education.
- Engaging state policy makers on issues that relate to higher education and nursing education.

**ARTICLE III – MEMBERSHIP**

Section I

Membership in the Association shall consist of Baccalaureate and Higher Degree Programs in Nursing in New Jersey as represented by whomever functions as the chief nursing administrator of the program.

**ARTICLE IV – OFFICERS**

Section 1

The officers of this organization shall be the Chairperson, Treasurer and Recording Secretary.

**ARTICLE V – ELECTIONS**

Section 1

The Chairperson, Treasurer and Recording Secretary shall be elected in even numbered years for a two-year term.

Section 2

1. An ad hoc election committee will be selected from the membership during the meeting preceding the last spring meeting.
2. Nominees who agree to serve shall submit their names to the ad hoc election committee one month prior to the final spring meeting.

3. Candidates for office from among the membership may nominate themselves or be nominated by another member.
4. A member of the ad hoc election committee who runs for office may not participate in tallying of ballots.
5. The ad hoc election committee will prepare and distribute the ballot, mail the ballot to the membership, and tally the ballots that are returned
6. Election results will be announced by the ad hoc election committee at the final spring meeting.

Section 3

All terms of office shall begin on July 1.

**ARTICLE VI – DUTIES OF OFFICERS**

Section 1

The Chairperson shall:

- a) Preside at all association meetings
- b) Prepare the agenda for all meetings
- c) Delegate responsibility for special committees
- d) Represent the association when necessary
- e) Notify members of regular and special meetings

Section 2

The Treasurer shall:

- a) Collect dues as set forth by the membership
- b) Disperse funds as necessary upon direction of the Chairperson
- c) Present an account of the funds at each meeting
- d) Present and file an annual report at the last meeting of the academic year

Section 3

The recording secretary shall:

- a) Record minutes at each meeting
- b) Distribute meeting minutes to members of the Association
- c) Conduct the general correspondence of the Association
- d) Record official action taken by the Association outside its regular meetings

**ARTICLE VII – VACANCIES IN OFFICE**

## Section 1

In the event a vacancy occurs in the office of Chair, the Treasurer shall assume the position temporarily until an election can be held. An ad hoc elections committee of at least three members shall be appointed by the Acting Chair to accept nominations for the office. An election will be held as soon as possible following the usual course of the election process. Upon tallying of the ballot, the successor shall take office immediately and fill the remainder of the unexpired term.

In the event a vacancy occurs in the office of Treasurer, the Chair shall appoint a member to assume the duties of the office on a temporary basis until an election can be held. An ad hoc elections committee of at least three members shall be appointed by the Chair to accept nominations for the office. An election shall be held as soon as possible following the usual course of the election process. Upon tallying of the ballot, the successor shall take office immediately and fill the remainder of the unexpired term.

In the event a vacancy occurs in the office of Recording Secretary, the Chair shall appoint a member to assume the duties on a temporary basis until an election can be held. An ad hoc elections committee of at least three members shall be appointed by the Chair to accept nominations for the office. An election shall be held as soon as possible following the usual course of the election process. Upon tallying of the ballot, the successor shall take office immediately and fill the remainder of the unexpired term.

**ARTICLE VIII – MEETINGS**

## Section 1

At least four regularly scheduled meetings shall be held each year; at least one in the spring and one in the fall. Meetings may also be called by the Chairperson as business requires.

## Section 2

A simple majority of the regular members shall constitute a quorum for a regular or special meeting of the association.

## Section 3

The order of business of each meeting shall be as follows:

1. Call to order
2. Approval of the minutes
3. Approval of the agenda
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

## Section 4

Members wishing to invite guests should first clear attendance with the Chairperson.

**ARTICLE IX – DUES**

Section 1

Dues shall be collected as assessed by the membership.

**ARTICLE X – PARLIAMENTARY PROCEDURE**

Section 1

The manual, Revised Roberts Rules of Order, shall govern the proceedings of this association not herein provided for.

April 1970

September 1975, Revised

April 12, 1979, Revised

March 8, 1985, Revised

November 18, 1994, Revised

April 17, 2008, Revised

September 25, 2009 Revised

February 2014 Revised

File NJBHDP Constitution and By-Laws Aug 2009