

BY-LAWS
OF
THE NEW JERSEY
ASSOCIATION
OF
TECHNICAL ASSISTANTS

Revised 2/17/2012

ARTICLE 1: NAME

This association shall be known as the New Jersey Association of Technical Assistants, also known as: N.J.A.T.A.

ARTICLE 2: PURPOSE

The association is organized to promote and encourage the exchange of information, education, responsibilities and professionalism of the Technical Assistant.

ARTICLE 3: MEMBERSHIP

- A. The membership of the association is open to all Technical Assistants to the Construction Official and/or Control Persons.
- B. Membership dues are \$6.00 per year. (This is subject to change, if future need arises, by vote to amend the by-laws.)
- C. Dues are payable by July 1st of each year to the Treasurer at their business address.

ARTICLE 4: OFFICERS

- A. The elected officers of the association shall hold office for two (2) years:
 - President- To begin office in the odd number year
 - Vice President- To begin office in the even number year
 - Treasurer- To begin office in the odd number year
 - Secretary- To begin office in the even number year
- B. All vacancies in office shall be filled for the unexpired term by a member appointed by the executive board.

ARTICLE 5: DUTIES OF OFFICERS

- A. The President shall:
 - a. Preside over all meetings
 - b. Help establish the agenda for each meeting
 - c. Assist other officers in proper performance of their duties
 - d. Enforce the by-laws of the association
 - e. Review the treasurers report quarterly
- B. The Vice President shall:
 - a. Perform all duties of the President in the absence of the President, and when doing so shall have all of the powers of the President.

- b. Perform such other duties as from time to time be assigned by the President

C. The Treasurer shall:

- a. Establish a bank account in the name of the New Jersey Association of Technical Assistants
- b. Pay all bills certified by the association
- c. Keep a general cash book, showing receipts and disbursements, be responsible for all deposits and checks drawn (checks require two (2) authorized signatures by the President, VP, Treasurer or Secretary)
- d. Prepare a report for each meeting

D. The Secretary shall:

- a. Keep minutes of all meetings
- b. Handle all correspondence to and from the association and send out meeting notices to the members
- c. Assist the President and the Vice President to put together agendas

ARTICLE 6: MEETINGS

- A. There will be three (3) meetings per year.
 - a. February
 - b. April/May (Building Safety Conference)
 - c. October
- B. The meetings of the association shall be located where the executive board believes it may best serve the members of the association
- C. The official mailing address of the association shall be that of the President, except any bills, payments, etc. shall be sent to the Treasurer
- D. Officers are to be nominated and voted upon at the October meeting. Newly elected officer's terms begin with the new year.
- E. A quorum shall exist when representatives from one third of the local associations are present

ARTICLE 7: AMENDMENTS

These by-laws may be amended by a two-thirds vote of the paid membership at any general or special meeting, provided written notice of the proposed amendment has been sent by the secretary to each member, at least 30 days prior to said meeting.

If any part of these by-laws is found to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined to the part found invalid.