



**New Jersey CHAPTER BYLAWS
OF
GRANT PROFESSIONALS ASSOCIATION
(DBA) G.P.A.**

Amended and Approved November 18, 2010

ARTICLE 1: CHAPTER NAME AND LOCATION

SECTION 1. CHAPTER NAME AND LOCATION

This Chapter shall be known as New Jersey Chapter of the Grant Professionals Association and shall serve national GPA members within New Jersey and adjacent states.

ARTICLE 2: PURPOSE

SECTION 1. PURPOSE

The purpose of the New Jersey GPA Chapter (NJGPA) formation shall be to function as a networking group of GPA members on a local level, by holding networking events and providing a local communication tool to members. The NJGPA Chapter will provide mentoring services, offer professional development and provide contact information for local member grant professionals. The NJGPA Chapter is part of the Grant Professionals Association and not a separate organization or corporation.

ARTICLE 3: CHAPTER ORGANIZATION

SECTION 1. COMMITTEES

Executive Committee: The NJGPA Executive Committee will consist of the four elected officers, the past NJGPA president, the Professional Development Committee Chair and the Membership Chair. The NJGPA Executive Committee will meet at least three times per year to discuss and set agendas for activities and business of the chapter. **The Executive Committee Chair is the NJGPA President who is elected every two years.**

Membership Committee: The NJGPA Membership Committee will consist of the NJGPA Vice President, a Membership Committee Chair and at least one other member at large. The NJGPA Membership Committee will meet at least twice per year to set activities such as membership drives and will keep the most accurate record of members for sending out notices such as meeting agendas and announcements to present members and to keep the on-line membership list accurate on our webpage. **The Membership Chair is selected by the NJGPA Vice President and President to serve a two year term.**

Professional Development Committee: The NJGPA Professional Development Committee will consist of a Professional Development Committee Chair and a Conference Committee Coordinator and at least two other members at large. The NJGPA Professional Development Committee is charged with setting up professional development activities for NJGPA meetings and for the annual conference. In addition they will distribute other professional development activities to members as they become available. **The NJGPA Professional Development Chair is selected by the NJGPA Vice President and President to serve a two year term.**

Other Committees: The NJGPA Executive Committee reserves the right to establish and disband committees as needed through a vote of the membership. Chairs of new committees will be selected by the NJGPA Vice President and President to **serve a two year term or less as needed.**

SECTION 2. MEMBERSHIP

The NJGPA Chapter must maintain a minimum of ten (10) members, and NJGPA chapter members must be members of the Grant Professionals Association. Membership is individual and is non-transferable. **Members may belong to only one Chapter.**

No applicant shall be denied membership on the basis of race, creed, sex, physical disability, sexual orientation or national origin.

SECTION 3. DUES

NJGPA dues must be authorized by a duly held vote of the NJGPA, in accordance with the Association's voting requirements. National and chapter membership dues shall be paid directly to the national organization. National will forward chapter dues monthly to the NJGPA Treasurer as they are received.

SECTION 4. MEETING OF MEMBERSHIP

NJGPA shall meet at least four (4) times a year at such time and place as the NJGPA Executive Committee shall determine to be reasonably convenient to most members. Written notice shall be sent to all members prior to meetings.

One of these four (4) meetings must be regularly designated as the annual meeting for the purpose of electing officers of the NJGPA. Meetings shall be open to all officers and directors of the National AAGP.

Special meetings may be called by the President or shall be called by the Secretary upon written request of any ten (10) members. The written request shall set forth a designated meeting date and shall be delivered to the Secretary with sufficient time to allow for one (1) week's written notice to the membership.

One third (1/3) of members shall constitute a quorum for the transaction of business at meetings of NJGPA.

Each member present in person at a NJGPA meeting shall be entitled to one vote.

ARTICLE 4: OFFICERS

SECTION 1. NUMBER OF OFFICERS

The NJGPA officers shall be a President, a Vice President, a Secretary, and a Chief Financial Officer who shall be designated the Treasurer. These officers will serve on the NJGPA Executive Committee. No person can hold more than one office.

SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

Officers shall be nominated by the membership and elected by the NJGPA members from the floor at the meeting or electronically before the annual meeting. Election for officers shall take place in conjunction with the NJGPA's annual meeting. Each officer shall hold **office for two years** until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected.

SECTION 3. REMOVAL AND RESIGNATION

Any officer may be removed with cause by the National Board of Directors, at any time. Any officer may resign at any time by giving written notice to the National Board of Directors and a letter to the NJGPA general membership via a NJGPA officer. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any officer in the NJGPA Executive Committee with two (2) unexcused absences per calendar year from any meeting of the NJGPA may be removed by the NJGPA Executive Committee. Any officer may be removed with cause by the affirmative vote of a majority of the remaining officers at any meeting. All NJGPA Executive Committee Members may be removed by a majority vote of the NJGPA members.

SECTION 4. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer may be filled temporarily by appointment through a majority vote of the remaining NJGPA officers until the next election.

SECTION 5. DUTIES OF PRESIDENT

The President shall be the chief executive officer of the NJGPA and shall, subject to an advisory role of the National Board of Directors, supervise and control the affairs of the NJGPA and the activities of the officers. S/he shall perform all duties incident to his/her office and such other duties as may be required by the law, by the G.P.A. Articles of Incorporation, or by the National Bylaws or by these Bylaws, or which may be prescribed from time to time by the National Board of Directors. S/he will serve as liaison to the National Board of Directors.

The President shall set meeting times, locations, agendas and preside over all meetings of the Executive Committee and General Meetings of the NJGPA. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he/she shall, in the name of the NJGPA, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Officers on behalf of the NJGPA.

The past president is entitled to serve on the NJGPA Executive Committee as **Immediate Past President for two years** after leaving office.

SECTION 6. DUTIES OF THE VICE PRESIDENT

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Officers on behalf of the NJGPA.

Vice President shall serve as the Membership Services Delegate to the National AAGP and shall report directly to the National Membership Services Chair. All membership data shall be maintained within the NJGPA and forwarded to the National Membership Services Chair as changes are made, or at least quarterly. Vice President oversees the NJGPA Membership Committee.

SECTION 7. DUTIES OF SECRETARY

The Secretary shall:

1. Certify and keep at the NJGPA's principal office the original or a copy of these Bylaws as amended or otherwise altered to date.
2. Keep at the NJGPA's principal office or at such other place as the board may determine, a book of minutes of all meetings of the Officers, and, if applicable, meetings of committees of Officers and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of these present or represented at the meeting, and the proceedings thereof.
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
4. Keep at the NJGPA's principal office a membership list (supplied and updated by the Membership Committee) containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership list together with the date on which such membership ceased.
5. Exhibit at all reasonable times to a director, or to her or his agent or attorney, on request therefore, the Bylaws, the membership list, and the minutes of the proceedings of the Officers of the NJGPA.
6. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to her or him from time to time by the Officers.
7. The Secretary oversees the NJGPA Webpage and keeps information current.

SECTION 8. DUTIES OF TREASURER

Subject to the provisions of the Association's Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the NJGPA, and deposit all such funds in the name of the NJGPA in such banks, trust companies, or other depositories as shall be selected by the Officers.

2. Receive, and give receipt for, money due and payable to the NJGPA from any source whatsoever.
3. Disburse, or cause to be disbursed, the funds of the NJGPA as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
4. Keep and maintain adequate and correct accounts of the NJGPA's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
5. Exhibit at all reasonable times the books of account and financial records to any Officer, or to his or her agent or attorney, on request therefore.
6. Render to the President and Officers, whenever requested, an account of any or all of his or her transactions as Treasurer and the financial condition of the NJGPA.
7. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
8. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Association's Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 9. MEETINGS OF THE NJGPA EXECUTIVE COMMITTEE

The NJGPA Executive Committee shall meet within sixty (60) days after the Annual Meeting, and at least three times per year at the call of the President or upon written request of any three (3) members of the NJGPA Executive Committee. The business of the NJGPA Executive Committee will include setting an annual plan with a budget and goals for review by the general membership, oversight of all committees, and other activities as defined in other sections of the NJGPA by-laws.

A majority of members of the NJGPA Executive Committee shall constitute a quorum for the transaction of business.

SECTION 10. AUTHORITY TO TRANSACT

The NJGPA Executive Committee shall have the authority to transact all business and take such action as is consistent with the purposes set forth in these bylaws, and the policies, code of ethics and bylaws of the National Association.

SECTION 11. COMPENSATION

Officers shall receive no compensation for their services. They may be reimbursed with NJGPA funds, with the NJGPA Executive Committee's authorization, for expenses they incurred in performing their duties.

Funds shall be used only to accomplish the objectives and purposes specified in these Bylaws, and no part of the net earnings, gains or assets of the NJGPA shall inure to the benefit or be distributable to its Executive Committee or members.

ARTICLE 5: FISCAL YEAR

SECTION 1. FISCAL YEAR

The NJGPA's fiscal year shall be the same as that of the GPA's - January 1 to December 31.

ARTICLE 6: ADOPTION OF BYLAWS AND AMENDMENTS

SECTION 1. AMENDMENT

These Bylaws or any provision thereof may be amended, altered, or repealed in any particular, and new Bylaws or provisions, not inconsistent with any provision of the Articles of Incorporation or any provisions of law, may be adopted by a resolution approved of by a two thirds (2/3) vote of those members present and voting at a NJGPA meeting, provided that any notice or waiver of notice of such meeting shall fairly summarize or set forth the proposed action with regard to the Bylaws. Furthermore, written notice of the intention to consider such amendments or revisions at such meeting shall be mailed to each member at his or her last address at least two (2) weeks prior to said meeting. Such amendments or revisions to these Bylaws shall be effective when approved.

Once amended or revised Bylaws approved by two thirds (2/3) vote of those members present and voting at a NJGPA meeting, Bylaws must go to National Board of Directors for approval and shall be adopted upon approval by a two thirds (2/3) vote of the National Board of Directors.

ADOPTION OF BYLAWS

The original bylaws were adopted as the New Jersey AAGP Bylaws on this 11th day of March, 2006. The foregoing amended bylaws were adopted at the NJGPA September 25, 2008 meeting by a majority of attendees.

Signed by the Secretary of the _____ NJGPA Chapter:

Use our logo??

Please complete this form and send it with your check, credit card information or institutional purchase order to:

Grant Professionals Association

C/o Gail Vertz

8200 State Avenues Suite 105

Kansas City, KS 66112

Miss, Mr., Mrs., Ms., Dr., or other _____

First Name _____

Last Name _____

Title _____

Organization _____

Mailing Address _____

City, State, Zip _____

Tel. (____) _____ Fax (____) _____

E-mail _____

I wish to become a member of the Grant Professionals Association.

I understand that membership fees may increase. National membership dues are \$125 a year, and _____ NJGPA dues are \$____. By signing this form, I agree to uphold the AAGP Code of Ethics.

Signed: _____ Date: _____

PAYMENT INFORMATION:

___ Check for \$125 + ___ NJGPA Dues, for a total of \$____ enclosed (# _____)

___ Institutional PO enclosed (# _____)

___ Please charge \$125 + \$____ NJGPA dues, for a total of \$____ to my credit card: [__ VISA]
[__ MC]

Card No: _____ Exp: _____

Name on Card: _____

Signature: _____



PURCHASE ORDER COMMITMENT FOR MEMBERSHIP

Date: _____

I, _____ do hereby commit to provide a Purchase Order from my Organization, within seven days, to join the Grant Professionals Association at the annual fee of \$125.00.

I also commit to include \$25 in the Purchase Order amount for my annual membership to the New Jersey Chapter of Grant Professionals Association.

The total of the Purchase Order will be \$_____.

Contact Information:

Name: _____

Organization: _____

Mailing Address: _____

City, State & Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Signature: _____