



## **BYLAWS**

*6-11-21- Leadership pipeline and purpose amendments approved by the NJPA EB and NJP-PAC Officers*

### **Article I - Political Action Committee Name**

The New Jersey Psychology - Political Action Committee ("NJP-PAC") is a voluntary, non-profit political action committee comprised of a board of trustees, consisting of New Jersey Psychological Association ("NJPA") members/psychologists, NJPA staff and government affairs agent, and other contributors, including psychologists, their families, and other individuals interested in psychology. NJP-PAC is a separate entity, and is not affiliated with any political party or other political committee. These bylaws (the "Bylaws") establish rules and procedures for conducting the business and affairs of NJP-PAC.

### **Article II - Purposes of NJP-PAC**

**A.** NJP-PAC shall make contributions, from funds received from NJP-PAC contributors, to candidates for office and political committees in New Jersey who have demonstrated their interest in and support of psychology, without regard to party affiliation.

**B.** NJP-PAC shall solicit funds to be distributed in such a manner as to advance the stature of the profession of psychology in New Jersey.

**C.** NJP-PAC shall appoint NJPA members to attend fundraising events to represent the profession of psychology.

**D.** NJP-PAC will create educational articles and flyers for New Jersey legislators about the science and profession of psychology. NJP-PAC will offer grassroots training opportunities and/or articles for NJPA and NJPA affiliate members on how to best engage with New Jersey legislators to share information on the science and profession of psychology. NJP-PAC can set up meet and greets with NJPA and NJPA affiliate members and legislators to discuss the science and profession of psychology. (6-11-21)

### **Article III - Contributors and Contributions**

#### **A. Contributors**

Contributors to NJP-PAC shall include psychologists, their families, and other individuals interested in psychology.

#### **B. Contributions**

Contribution levels will be determined by the NJP-PAC board of trustees.

## **Article IV - Governance of the NJP-PAC**

### **A. NJP-PAC Board of Trustees (6-11-21 updated)**

The NJP-PAC board of trustees (PAC Board) shall be comprised of the executive officers (Officers) (see Article IV B), and at least three additional representatives from the NJPA general membership, NJPA county affiliates (NJPA members), NJPA early career psychologist member representatives, and/or NJPA graduate student representatives. The PAC Officers will recruit potential Board trustees. The NJPA executive board shall have the authority to appoint and remove PAC Board trustees. Each member of the PAC Board shall serve for a minimum of one (1) year, and may serve for a maximum of six (6) years before he or she is subject to re-election. The NJPA government affairs agent will act as an advisor to the PAC Board.

### **B. NJPA-PAC Executive Officers (6-11-21 updated)**

The NJPA executive director shall serve as the executive director of the NJP-PAC in an ex-officio capacity. The executive officers of the PAC Board shall consist of a president, treasurer, secretary, and executive director and/or his/her designee (the "PAC Officers"). The president and treasurer shall be recommended by the PAC Officers and appointed by the NJPA Executive Board based on serving as a past NJPA Executive Board member or past chairpersons/member of the NJPA Committee on Legislative Affairs ("COLA"). The secretary shall be appointed by the executive director annually, and may be reappointed annually at the discretion of the executive director. The leadership recommendations should be presented in Q4 to the executive board.

### **C. NJP-PAC Meetings**

The president shall preside over any regular or special meeting of the PAC Board. A special meeting may be called by the president in writing, with the agreement of the treasurer, secretary, executive director, and government affairs agent. The president or his/her designee shall be responsible for setting the date of any regular or special meeting of the PAC Board, and for notifying all trustees of such meeting date at least 14 days prior to such meeting, by personal service, telephone, facsimile, electronic mail, or by mail addressed to the trustee postage prepaid, at the address for such trustee appearing on the books and records of NJP-PAC. Notice of a meeting need not be given to any trustee who signs a waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior to the conclusion of the meeting, the lack of notice to such trustee of such meeting. Neither the business to be transacted at, nor the purpose of, any meeting of the PAC Board need be specified in the notice or waiver of notice of such meeting. The PAC Board shall meet, either in person or virtually, at least once a year.

The presence of a majority of the PAC Board shall constitute a quorum for the transaction of business at any meeting of the PAC Board. In lieu of holding a meeting, the PAC Board may vote or otherwise take action by a written instrument indicating the consent of those Trustees necessary to effectuate the applicable vote. Each Trustee shall be entitled to one (1) vote. Unless otherwise provided in these Bylaws or applicable law, the affirmative vote of a majority of the Trustees shall be the act of the Board. The NJP-PAC annual budget shall be approved at the annual NJP-PAC meeting (see Article VI).

#### **D. NJP-PAC Meeting Minutes**

The secretary or his/her designees shall keep the minutes of each NJP-PAC meeting. Written minutes of each NJP-PAC meeting shall be emailed to each Trustee.

#### **E. NJP-PAC Books and Records of Account**

NJP-PAC shall keep correct and complete books and records of account. The treasurer or his/her designee shall keep a detailed accounting of all contributions to the NJP-PAC and expenditures by the NJP-PAC. The treasurer or his/her designee shall be responsible for periodic reports of such contributions and expenditures to the New Jersey Election Law Enforcement Commission (ELEC), as required by law. NJP-PAC's books and records shall be available at the NJP-PAC's principal office for examination by any Officer or Trustee (or their duly authorized representatives) at all reasonable times. Any request for information shall be in writing, and shall state the purpose therefor.

NJP-PAC accounting needs can be assigned to the NJPA financial services representative, by the NJPA executive director. All costs of NJP-PAC bookkeeping and accounting shall be considered legitimate expenses of the NJP-PAC.

#### **F. Expense Checks**

The secretary and the executive director of NJP-PAC are authorized to sign checks for expenses incurred by NJP-PAC.

#### **G. Unused NJP-PAC Funds**

The PAC Officers may agree to invest NJP-PAC's unused funds in an interest-bearing account insured by the federal government which makes funds available without penalty, wherever not prohibited by State or Federal law.

#### **H. Committees.**

The Board may appoint from among the Trustees an executive committee and one or more other committees. To the extent provided in such resolution, each such committee shall have and may exercise all of the authority of the PAC Board, subject to the permissible scope of power permitted by law. The Board may: (a) abolish any committee; (b) fill any vacancy in any committee; and (c) remove any person from membership on any committee, with or without cause.

#### **Article V - Solicitation of Funds**

Solicitation of funds shall be undertaken in coordination with the NJPA solicitation calendar. The president and treasurer of NJP-PAC, in consultation with the executive director or his/her designee and government affairs agent, shall be responsible for coordination and solicitation of funds deemed necessary by the PAC Board in accordance with these Bylaws. A special mailing may be sent out if deemed necessary by the PAC Officers. An NJP-PAC solicitation will always be included in the NJPA annual dues mailing. All costs of solicitation of funds shall be considered legitimate expenses of the NJP-PAC.

**Article VI - Disbursement of Funds**

**A.** NJP-PAC will have an annual budget to determine distribution of funds. The annual budget shall be set by the PAC Officers, under the advisement of the government affairs agent. The budget will be approved at the annual NJP-PAC meeting. All requests in line with the approved budget and that meet the standards outlined in Article VI B will require no further action by the PAC Board. The PAC Officers will receive a quarterly report which will include copies of all checks with written justification statements, bank statements, and the quarterly filing to the New Jersey Election Law Enforcement Commission. Copies of each report will be kept on file in the NJP-PAC Central Office for a minimum of four years as required by law.

**B.** All requests for distribution of NJP-PAC funds shall be justified in writing according to NJP-PAC operational protocol. Disbursement of funds shall be made to candidates for public office in the New Jersey State Senate, New Jersey State Assembly or the Executive Branch of state government, who support and will further the standards and goals for which NJP-PAC was created, under the advisement of the government affairs agent.

**C.** Any non-budgeted requests for distribution of NJP-PAC funds shall be approved (electronic approval permitted) by the majority of available Officers.

**Article VII - Contribution Conflict of Interest**

No person making a contribution to the funds of NJP-PAC shall have the authority to designate where such personal contribution shall be disbursed.

**Article VIII - Dissolution of the NJP-PAC**

In the event of the dissolution of the NJP- PAC, the PAC Board shall utilize the NJP-PAC's assets for the payment of all obligations and liabilities. The residual funds, if any, will be distributed to NJPA for its unrestricted use.

**Article IX- Amendments to NJP-PAC Bylaws**

These Bylaws may be altered, amended, or repealed, subject to the approval of at least two-thirds of the PAC Board, and the majority of the NJPA executive board.

**Article X - Indemnification; Limitation on Liability**

NJP-PAC shall indemnify each Trustee and Officer to the fullest extent permitted by applicable law. No Trustee or Officer shall be personally liable for the debts, liabilities, or obligations of NJP-PAC.

Approval Date 6-11-21