



ARTICLE I - NAME

The name of the organization shall be the "New Jersey Relocation Council, Inc.", hereafter known as the 'NJRC'.

ARTICLE II - PURPOSE

A. General Purpose

This Council shall provide a forum for professional networking within the relocation industry throughout the greater New Jersey area and it shall be committed to education, support, promotion and growth within all aspects of the corporate relocation industry.

B. Specific Purpose

Within the context of the general purposes stated above, the Council shall:

1. Structure meetings to offer on-going information to the membership; Invite professionals to speak at each meeting with topics selected to be of general interest (Education Objective).
2. Support its members in an internal networking system that allows products and services that are available within the relocation industry to be shared with the membership. Include the products and services sponsored by the Employee Relocation Council (Support Objective).
3. Promote individuals within NJRC for selection as guest speakers for conventions and seminars, including Employee Relocation Council sponsored events. Maintain a continuing image of professionalism within the industry that reinforces our commitment to excellence (Promotion Objective).
4. Provide a forum for networking of professionals within related fields(Social Objective).
5. Actively recruit new members (Growth Objective).

ARTICLE III - MEMBERSHIP

A. Categories of Memberships

There will be three categories of membership in the Council: Corporate membership, Service membership and Individual membership.

Membership categories are as follows:

- Corporate
- Service
- Individual

All members in good standing may vote, participate in Council activities & meetings and have access to NJRC published information (i.e., membership lists, newsletters, Educational journals, etc).

B. Membership Eligibility

1. Corporate Membership in the Council shall be open to local corporate/subsidiaries regularly engaged in the relocation of their employees and/or who have a non-commercial interest in relocation and are interested in increasing their knowledge and education in relocation related programs and issues.
2. Service membership in the Council shall be open to local organizations who are preferably members of the National Employee Relocation Council or the Society of Human Resource Management and whose primary business activity is in any of the following fields:
 - ✚ Real Estate Brokerage with established relocation departments (membership is open only to non-selling exempt real estate personnel such as Relocation Director, Corporate Accounts Manager etc.)
 - ✚ Real Estate Appraising
 - ✚ Residential Mortgage Lending (membership is open only to non-commissioned relocation mortgage personnel such as Marketing Director, Account Executive etc.)
 - ✚ Closing Agents
 - ✚ Household Goods Carriers
 - ✚ Organizations that consult with corporations on relocation policy development and/or administration.
 - ✚ Organizations providing any type of relocation service, directly or indirectly, to relocating employees and/or their employers.
 - ✚ International Relocation service providers (movers, language, cross-cultural or services associated with global mobility)
 - ✚ Consulting organizations, i.e., firms who, on a contract basis, consult with members on issues such as: policy analysis/development or administration; site and/or facility analysis for purposes of

office and plant locations; and employment agencies including professional and executive recruiting/search organizations.

3. Individual membership in the Council shall be open to a former relocation professional who may have left the industry, recently got displaced or who is looking to join the industry. This person must be sponsored by a current active (paid) member in good standing and meet the criteria set forth by the board.

C. Admission to Membership

Application for membership shall be made in writing or electronically (via web site) and submitted to the NJRC Board of Directors. All applications/submissions shall be reviewed by the members of the Board of Directors (or designee of the Board) for approval or for rejection based on the applicant's ability to meet the qualifications prescribed by these Bylaws.

With the ongoing intent to increase Corporate Membership, the NJRC Board from time to time may, for example, grant free guest passes for any future meeting as part of membership promotional drives. This pass can not be used toward member's dues but can only be used for a current prospective non-member.

As part of being an active paid member in good standing, online User IDs and passwords will be provided and remain active allowing members access to privileged areas of the NJRC web site. Active members may not share User IDs and/or passwords to other individuals.

D. Termination of Membership

The resignation of any member shall be in writing and become effective upon submission to the Board of Directors. Any dues paid to a date beyond such resignation period will not be refundable.

Membership may be revoked by vote of the Board of Directors when a member becomes ninety (90) days delinquent in any financial obligation, engages in activities detrimental to the NJRC or is otherwise ineligible. The member will be notified, in writing or via e-mail, by the Board of Directors (or designee on the NJRC Membership Committee).

E. Policy on Non-Solicitation

All members and guests are prohibited from soliciting business in any fashion at NJRC meetings and may be asked to resign if they do. In such cases, membership dues are non-refundable. Guests involved in the solicitation of business will be denied membership.

F. Good Standing

Those members who have paid the required dues, fees and assessments in accordance with these bylaws shall be members in good standing. Members in good standing shall continue to enjoy the benefits of meeting attendance and access to NJRC information in the privileged area of the web site.

G. Membership Transfers

Individual membership is transferable from one person to another within a given company, providing the dues have been paid by the company. Should a member leave the employment of their organization, the Employer owns the individual membership and may re-assign the active membership to another authorized individual. The former employee must meet the established criteria to re-join NJRC as a "new member" with their new employer.

ARTICLE IV – MEETINGS

A. Regular Meetings

Regular meetings of the Council shall be held in April and November.

B. Special Meetings

Special meetings of the Council may be held at the President's call, at the call of a majority of the Board of Directors or at the call of the voting NJRC Board & planning members, which shall state the purpose of the meeting, provided, however, that written notice of the meeting is mailed at least ten days prior to the meeting date.

C. Annual Meetings

The regular November meeting shall be the Annual Meeting.

D. Quorum

A quorum for the conduct of business at meetings, regular or special, shall consist of at least thirty percent (30%) of the members of the Council. A majority of the Board of Directors constitutes a quorum to transact the business of the Council.

E. Board of Director Meetings

Meetings of the Board of Directors shall be held prior to each regular or special meeting of the Council, at the call of the President or at the call

of a majority of the Board of Directors, provided, however, that written notice of the meeting is mailed (email) at least five days prior to the meeting date.

ARTICLE V - ORGANIZATION

A. Board of Directors

The governing body of the Council shall be known as the Board of Directors which shall be authorized to handle all policy matters of the Council. The Board of Directors shall consist of the Chairman of the Board, the Officers and the Committee Chairs. The goal shall be to maintain an equal balance of corporate and service provider representation on the Board, however the Board of Directors shall have the discretion to make the determination based upon the current needs and best interests of the organization. The President shall be responsible for proper notification to members of any recommendations made or actions taken. The Past President shall be the Chairman of the Board, and shall retain voting rights. A majority of the Board of Directors constitutes a quorum to transact the business of the Council. The Board of Directors shall conduct the business of the Council during intervals between its meetings, make arrangements for meetings of the Council and make determination upon all applications for membership.

B. Officers

The Officers of the Council shall be President, Vice-President, Secretary and Treasurer. The Chairman of the Board and Officers will be responsible for appointing the Committee Chairs of all committees as deemed necessary to carry on the activities of the Council.

C. Responsibilities of Officers

1. President

Subject to the control of the Board, the President shall supervise, direct and control the Council's activities, affairs and officers. The President shall preside at all members' meetings and at all board meetings. The President shall have such other powers and duties as the Board or bylaws may prescribe. The immediate Past President (Chairman of the Board) will chair the nominating committee.

2. Vice-President

In the absence or disability of the President, the Vice-President shall perform all the duties of the President. When so acting, a VicePresident shall have all powers of and be subject to all restrictions on the President.

3. Treasurer

The Treasurer shall receive all monies of the Council and shall keep them on deposit in a bank or banks approved by the Board of Directors. The Treasurer shall make all disbursements. Only current Council operating expense disbursements may be made without the prior approval of either the Board of Directors or by a vote of a majority of the active membership. The Treasurer shall keep a record of all receipts and disbursements and shall render reports showing the financial condition of the Council at the Annual Meeting and also as called for by the Board of Directors. If the Treasurer should be bonded, the premium shall be paid for by the Council.

The Treasurer will be responsible for financial transactions on (and reporting from) the NJRC web site. This includes interaction with the designated e-commerce suppliers, banks and/or merchant account organizations. The Treasurer will be responsible for assembling the financial records to submit annually to the established accountant for filing taxes.

4. Secretary

The Secretary shall keep a true and correct record of all proceedings of the Council and of the Board of Directors and shall maintain an up-to-date list of membership. The Secretary may utilize the web site for updating membership data and/or prospects for the NJRC Board. The Secretary or other designee shall notify the members of all meetings, attend to all correspondence and perform the other duties usually pertaining to that office.

D. Election of Officers/Board of Directors

Only members who are in good standing may serve on the Board of Directors. A current ERC (CRP, SCRP, GMS, etc.) designation is preferred for all Directors; however other industry designations will be recognized. The term of office shall be two (2) years. Any Directorship that becomes vacant shall be filled by appointment of a majority of the Board of Directors only until the next Annual Meeting, at which time the vacancy shall be filled for the remaining term. Directors shall serve until their successors are elected and assume office. Any change to the number of Directors from year to year shall be determined by vote of the Board of Directors at least sixty (60) days before the Annual Meeting.

E. Committees

The President, in conjunction with the Officers and Chairman of the Board, shall create any committee as deemed necessary to carry on the activities of the Council. The Chairman of the Board and Officers shall appoint a Committee Chair(s) for each committee. The Committee

Chairs shall be members of the Board of Directors and shall hold voting rights. The term of service for the Chairs shall be two (2) years, which shall rotate on alternate years from the Officers' terms. The Committee Chairs shall lead the committee and shall be responsible for identifying and selecting appropriate members of their committee to carry out the work needed. Participation in each committee shall be unlimited; however committee members shall not have voting rights.

The following committees have been deemed critical to the continued success of NJRC:

1. Membership Committee

The Officers and Chairman of the Board shall appoint two (2) CoCommittee Chairs, consisting of one corporate Chair and one service provider/individual Chair who shall lead the membership drive to help boost membership renewal and new members. The Committee Chairs may solicit support (as needed) to assist with call campaigns, mailings, communications, etc.

The Membership Committee role and responsibilities are identified as follows:

- ✚ Develop Membership committee for both Corporate as well as Vendors
- ✚ Create action plan to improve and maintain membership
 - Emails
 - Direct contact by phone
 - Work with Vendors to have them make introductions to NJRC (Maybe a contest for the vendor that brings the most new corporate people)
- ✚ Membership committee to act as a welcome wagon to new members and make introductions to other members at meeting (Act as a mentor)

2. Sponsorship Committee

The Officers and Chairman of the Board shall appoint a Committee Chair to chair the Sponsorship drive to help gain financial support for NJRC meetings & activities. The approved NJRC Sponsors are eligible to advertise on the NJRC web site, benefit from verbal acknowledgement at NJRC meetings and NJRC posted signage. The Committee Leader may solicit support (as needed) to assist with call campaigns, mailings, communications, etc.

The Sponsorship Committee role and responsibilities are identified as follows:

- ✚ According to administrator timeline, direct the sponsorship appeal for the NJRC spring and fall conferences.
- ✚ Monitor sponsorship solicitation and comparing to prior campaigns, personally contact potential sponsors if deemed necessary.
- ✚ Coordinate with Administrator and Venue and Communications chairs the accompanying web, conference and newsletter publicity.
- ✚ Announce and thank sponsors at the conference for their support.

3. Nominating Committee

The Chairman of the Board shall chair the nominating committee, whose role is to select qualified candidates for the election of the Officers of the Council. The President shall appoint, with advice and consent of the Board of Directors, a nominating committee of two (2) from the membership: one (1) from the corporate membership and one (1) from the service membership.

At least ten (10) weeks prior to the Annual Meeting, the nominating committee shall submit to the Board of Directors, in writing, one nominee for each vacancy of an Officer position. The names of the prospective nominees for elected Officers shall be sent by the President to eligible members in good standing at least sixty (60) days prior to the date of the Annual Meeting.

Additional nominations may be made by members in good standing by a written petition addressed to the Chairman of the Board and sponsored by at least five (5) percent of the membership. Such petitions must be received by the Chairman of the Board at least thirty five (35) days prior to the Annual Meeting.

If there are no additional nominations made by written petition and there is no more than one nominee for each vacancy, the Chairman of the Board shall report that fact to the President. The President shall then direct the Secretary to cast a unanimous ballot. The membership shall receive a notification that a unanimous ballot has been submitted and carried attesting to the new Board of Directors.

If there is more than one nominee for each vacancy, the Secretary, at least thirty (30) days prior to the Annual Meeting, shall submit a written ballot, listing all candidates, to eligible members in good standing. Members will have until fourteen (14) days prior to the Annual Meeting to return the written ballots to the Secretary who will be responsible to tallying the votes and reporting the results to the membership. In the event of a tie, the Board of Directors shall elect one or more of the involved candidates, as appropriate, to fill the Officer position in question.

4. Planning Committee

The President shall chair the planning committee, which shall oversee all functions related to a specific conference, including venue, programming, marketing, etc.

The Sponsorship Committee role and responsibilities are identified as follows:

- ✚ Lead the planning and coordination of NJRC member meetings
- ✚ Recruit resources to support the planning initiative
- ✚ Support the needs of the sub-committees to help achieve their objectives
- ✚ Collaborate with the Communications Committee for marketing and communications about the meetings

5. Community Outreach Committee

The Officers and Chairman of the Board shall appoint a Committee Chair to chair the community outreach drive, which shall include NJRC's community, scholarship, charitable giving, volunteer, etc. initiatives.

The Community Outreach Committee role and responsibilities are identified as follows:

- ✚ Manage ongoing charitable giving programs
- ✚ Chair the High School Scholarship task force
- ✚ Develop strategic plan, as well as process for on boarding new charities

6. Communications Committee

The Officers and Chairman of the Board shall appoint a Committee Chair to chair the communications committee to create and produce the NJRC newsletter as well as manage the media aspect of the Council.

The Communications Committee role and responsibilities are identified as follows:

- ✚ Responsible for content, design, surveys, advertising, etc. for the newsletter
- ✚ Communication with planning committee re photographs, speaker bios, etc.
- ✚ Coordination of collection of information, news, updates, scholarships, etc. for newsletter and website ✚ f
- Periodic review of NJRC website content

7. Venue Committee

- ✚ The following are the duties of the venue committee:
- ✚ Research and secure venue for conferences and other events
- ✚ Negotiate contract with venue
- ✚ Work with venue to finalize room layout, food and beverage and audio visual requirements

- ✚ Coordinate conference registration including ordering and preparation of name badges and manning the registration desk on conference day.
- ✚ Provide final count to venue per contract
- ✚ Arrange for payment of invoices per contract
- ✚ Facilitate presentations through Audio Visual as required

F. Indemnification

The Council shall indemnify any and all of its Directors or officers, or former Directors or officers, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of having been Directors or officers, or a Director or officer, of the Council except in relation to matters as to which any such Director or officer or former Director or officer shall be adjudged in such action, suit or proceeding to be liable for neglect or misconduct in the performance of duties. Such indemnification shall not be deemed exclusive to any other rights to which those indemnified may be otherwise entitled.

G. Terms of Use & Privacy Policy

NJRC has moved to use the internet as a source of communication and information to its members and prospects. As a membership organization who collects membership data, NJRC deems it prudent to have a formal Terms of Use policy and privacy Policy regarding member data. NJRC has created this Privacy Policy to demonstrate our firm commitment to privacy and security. New Jersey Relocation Council, Inc. (NJRC) will not divulge personal information of any kind to any 3rd parties with the following exceptions:

- Online invoice payment & processing
- NJRC Membership Directory (accessed only by paid members in good standing)
- NJRC Membership surveys (could be conducted by an outside firm)
- NJRC Web Discussion forums (NJRC members can chat or post questions or responses on relevant industry issues)

NJRC expects that all members will adhere to "acceptable and professional use" of the web site and information provided. This can include but is not limited to transmission or uploading unacceptable material/data that is offensive or not germane to NJRC and its role as a membership organization, harassment, unsolicited commercial email, unauthorized use, copyright or trademark infringement or unfriendly activity. NJRC requests that anyone who is subjected to the misuse of the web site to report such activity immediately to an NJRC Board member.