

# Bylaws of The New Jersey Disc Jockey Network

## Article 1 Membership

1.1 All candidates for membership must be working disc jockey / karaoke entertainers, submit a completed application to the Secretary, provide proof of insurance, and agree to operate their business to the standards and good practices ratified by The New Jersey Disc Jockey Network as stated in Article 7 of the NJDJN bylaws. The application will be accompanied with payment of annual dues. All membership is of an individual nature, and membership is not extended to employees en-masse of any individual member.

1.2 The Membership Committee will review all applications submitted by the Secretary and recommend applicants to the executive board. All members must be approved by majority vote of the executive board.

1.3 Members must attend a minimum of three meetings per year , and dues must be current to be considered a member in good standing .

1.4 Any members in arrears of dues will be placed on the inactive roster and referred to the Membership Committee for retention action.

1.5 Inactive members will be required to pay an admission fee as a non-member in order to attend any NJDJN meeting.

1.6 All members shall pay their annual dues on or before the January meeting each year.

1.7 All members must provide proof of liability insurance each January, via COI to the NJDJN Secretary.

1.8 Dismissal of members. Any member who sustains a client complaint for breach of contract or failure to abide by NJDJN Standards and Practices as stated in Article 7 of NJDJN bylaws, or who besmirches the reputation and integrity of The NJDJN, or it's members, will be subject to investigation by the Membership Committee, who will report it's findings and recommendations to the Executive Board. The Executive Board will have the responsibility to decide and effect appropriate action, not limited to dismissal of offending member.

1.9 Membership categories are;  
Members in Good Standing  
Inactive Member  
Honorary Member

## **Article 2**

### **Executive Board**

2.1 The Executive Board will consist of the following elected officers:

- President
- Vice - President
- Secretary
- Treasurer
- Financial Secretary

2.2 Executive Board members will be elected to a one year term by the members in good standing ,annually, at the regular November monthly meeting.

2.3 Elected positions are not restricted by any term limits.

2.4 Nominations will be made annually at the October Meeting, elections to be held at the November meeting each year. Nominations are to be made and seconded by members in good standing.

2.5. Executive Board members will be exempt from annual dues.

2.6 Executive Board will have the responsibility and authority to approve new members.

2.7. Executive Board will have the responsibility and authority to take action on members presented to the board by the Membership Committee who have been deemed subject to the provisions of Article 1.8

2.8. Executive Board members duties and responsibilities are stated in Article 6

## **Article 3**

### **Executive Committees**

3.1 Executive Committee Members are appointed by the President.

3.2 The purpose of Executive Committee is to assist in the management of the network, with respect to the particular scope of the particular committee, as specified in Article 3.3

3.3 There will be six (6) standing committees.

#### **1. Membership Committee**

This group will actively solicit new members and promote the NJDJN through social media, direct e-mail to non-members, and communication to other DJ groups and associations. This group will process membership applications, and make recommendations to the Executive Board to accept or deny a new member.

This group will be responsible to communicate to all in-active members and attempt member retention .

#### **2. Sponsor Committee**

This group will seek out new corporate sponsors for the NJDJN, following guidelines set forth by the President of the NJDJN.

### 3. Finance Committee

This group will work with the Financial Secretary and the Treasurer, establishing an operating budget, generating a monthly financial report to the membership, and establish an auditing procedure. The Committee will also be responsible to verify that any and all required tax return documents are prepared and filed by the Financial Secretary. This group will investigate and validate all bills submitted to it for payment processing. All payment of bills must be approved by the general membership present at the regular monthly meeting, following approval of the Financial Committee.

### 4. Meeting Committee

This group will work with the President and the Sponsor Committee, assuring meeting facility acquisition and necessary audio visual equipment necessary for the conduct of the monthly meeting. This committee will also be responsible to hold a monthly 50/50 Raffle. Raffle proceeds are to be deposited with the Treasurer prior to end of meeting.

### 5. Publicity Committee

This group will communicate information to local newspapers, On-line DJForums, Social Media sites etc., promoting upcoming meetings and events of the NJDJN.

### 6. By-laws Committee

This group will establish rules and protocols for the conduct of the network. These by-laws include conditions of membership, conduct of meetings, responsibilities of executive board members, parameters and qualifications of candidates for election to the executive board. Adoption and Amendments of Bylaws will be in accordance of Article 8.

## **Article 4**

### **Board of Trustees**

- 4.1 For the purpose of continuity and accountability, a Board of Trustees is hereby established.
- 4.2 Board of Trustees consisting of three (3) members
- 4.3 Ex-president will sit for two years
- 4.4 There will be one-trustee elected at large for a 2 year term
- 4.5 There will be one trustee elected at large for a 1 year term
- 4.6 Any member in good standing is eligible to be elected to this board.
- 4.7 The Board of Trustees have the responsibility of approving the Annual Budget as presented by the Financial Committee at the January meeting each year.
- 4.8 This board will also have oversight of all financial and policy matters of the New Jersey Disc Jockey Network.

## **Article 5**

### **Conduct of meetings**

#### 5.1

1. Call to order
2. President's Report
3. Reports of Officers and Committees
4. Introduction of Meeting Sponsor
5. Unfinished Business from previous meeting
6. New Business
7. Introduction of new members
8. Introduction of guest speaker/ seminar
9. Motion to adjourn

## **Article 6**

### **Duties of Elected Officers**

#### 6.1 President

- Chair all General Membership Meetings
- Chair all Executive Board Meetings.
- Appoint all Executive Committee Members

#### 6.2 Vice President

- Assumes the duties of the President in his absence.
- Assists the President as needed.

#### 6.3 Secretary

- Records the minutes of all General Membership meetings
- Records the minutes of all Executive Board meetings
- Operates the network web site and forum
- Conducts all communications with members of the network
- Submits all membership applications to the Membership Committee

#### 6.4 Treasurer

- Collects all dues and assessments for the network
- Conducts all bank deposits
- Maintains a General Ledger for all financial matters of the network
- Pays all bills and expenses authorized by the Membership at the regular monthly meeting.
- Provides a monthly report of receipts and expenses to the Financial Secretary
- Sits as a member of the Financial Committee

## 6.5 Financial Secretary

- Establishes a monthly audit procedure with the Treasurer
- Provides a monthly audit report to the Finance Committee
- Produces and processes all required Federal & State tax documents.
- Sits a member of the Finance Committee

## **Article 7**

### **Standards and Practices**

- 7.1 All members will carry liability insurance in the minimum amount of \$ 1,000,000. Proof of insurance will be provided to the Secretary with annual dues payment
- 7.2 Members agree to conduct their bookings with a written contract, stating all elements and provisions of the contracted event.
- 7.3 Members agree to be on site of a contracted event, no less than 60 minutes prior to the contracted start of the event.
- 7.4 Members agree not to besmirch the character and reputation of NJDJN and its members. Any and all complaints of members will be submitted in writing to the membership committee chairman for investigation and processing in accordance with Article 1.8 of the NJDJN bylaws.
- 7.5 Members agree to conduct their business in a professional manner, utilizing high quality, professional equipment.
- 7.6 Members agree to conduct themselves in a cordial, professional manner at all NJDJN meetings and functions, and will comfort to and adhere to the NJDJN dress code.
- 7.7. All members will identify themselves with their issued identification cards in order to gain admission to NJDJN meetings and functions. Failure to produce valid identification card can result in paying a non-member fee for admission. Said fee is non-refundable.

## **Article 8**

### **Adoption and Amendments of Bylaws**

- 8.1. First Reading of Bylaw. Proposed Bylaw will be read and presented to the General Membership at a regular monthly meeting. This will constitute the First Reading.
- 8.2. Second Reading of Bylaw. Proposed Bylaw will be read to the General Membership at a subsequent regular monthly meeting following the

First Reading.

- 8.3. Adoption of proposed Bylaw will occur by majority vote of members in Good standing following Second Reading at a regular monthly meeting.
- 8.4. Bylaw cannot be amended for a period of 12 months after passage and adoption.

**Article 9**  
**Disclaimer**

9.1. Any part of the Bylaws of The New Jersey Disc Jockey Network that are inconsistent with New Jersey State and/or United States Federal Law is hereby null and void, and summarily repealed.

Presented by The Bylaw Committee for consideration for adoption.  
Tuesday September 13, 2011

Richard Kaufman. Chairman  
Steve Cie  
John DePalma