

---

**NEW JERSEY CULTURAL ALLIANCE  
FOR RESPONSE (NJCAR)**

**BYLAWS**

**as adopted**

**17 February 2015**

---

## CONTENTS

Article I: Name

Article II: Purpose and Functions

Article III: Membership

Section 1: Ex-Officio

Section 2: General

Article IV: Steering Committee

Article V: Officers

Section 1: Chair

Section 2: Vice-Chair

Section 3: Secretary

Article VI: Standing Committees

Section 1: Membership Committee

Section 2: Information Resources Committee

Section 3: Program Committee

Section 4: Development Committee

Article VII: Ad-Hoc Committees

Article VIII: Voting

Article IX: Resignation

Article X: Amendments

Article XI: Ratification Provisions

---

# BY-LAWS OF THE NEW JERSEY CULTURAL ALLIANCE FOR RESPONSE (NJCAR)

February 2015

## ARTICLE I: NAME

**New Jersey Cultural Alliance for Response (NJCAR)** is a network of organizations, associations, agencies, and persons dedicated to safeguarding the cultural heritage of New Jersey. Through communication and training, the Alliance empowers New Jersey's cultural community to preserve assets and sustain operations before, during, and after disasters.

Cultural heritage includes historical, artistic, archival, library, and natural history resources, institutions, and collections.

## ARTICLE II: PURPOSE AND FUNCTION

NJCAR's primary aims are to prevent and mitigate damage to and/or loss of cultural resources in the event of a disaster and to serve as a statewide information clearinghouse.

NJCAR shall engage in the following activities:

1. Conduct regular Steering Committee and other committee meetings to address pertinent issues regarding emergency preparedness and response.
2. Hold regular meetings for the membership and the public to provide opportunities for networking and education.
3. Maintain a database of members and stakeholders with current contact information as well as a detailed list of experts and services related to emergency response for collections, facilities, and other needs.
4. Provide, promote and facilitate information exchanges, training, exercises, and educational opportunities related to emergency preparedness and response for cultural resources.
5. Provide remote and/or onsite assistance to cultural organizations and related professionals and practitioners who experience an emergency or disaster.
6. Partner with other organizations and communities that have similar interests.

## ARTICLE III: MEMBERSHIP

The membership shall hold an organizational meeting for the purpose of electing officers at a time, date, and place to be determined by consensus of its founding members (list attached). The Steering Committee (see Article IV) shall hold regular meetings of the membership annually thereafter, to provide educational opportunities, information exchanges, training, and/or reports from the Steering Committee and other committees on progress and projects.

---

## ***Section 1 – Ex-Officio Membership***

The following agencies and organizations will have ex-officio membership in NJCAR. Each is entitled to provide one representative or designee to serve as an active member of one of more of the standing committees (see Article VI), and attend regular meetings. Such representatives may also serve as officers or committee chairpersons.

### State Agencies

1. New Jersey State Library
2. New Jersey State Archives
3. New Jersey State Museum
4. New Jersey Historical Commission
5. New Jersey State Council on the Arts
6. New Jersey State Historic Preservation Office
7. New Jersey Historic Trust
8. New Jersey Office of Emergency Management (NJOEM)

### Professional and Not-for-Profit Organizations

1. New Jersey Library Association (NJLA)
2. Mid-Atlantic Regional Archives Conference (MARAC) – New Jersey Caucus
3. County Archives and Records Management Association of New Jersey (CARMA-NJ)
4. New Jersey Association of Museums (NJAM)
5. Advocates for New Jersey History
6. The League of Historical Societies of New Jersey
7. ArtPride New Jersey
8. New Jersey Theatre Alliance
9. Preservation New Jersey (PNJ)
10. New Jersey Emergency Management Association (NJEMA)
11. New Jersey Emergency Preparedness Association (NJEPA)

## ***Section 2 – General Membership***

Membership is open to interested institutions and individuals from the following general categories:

- New Jersey libraries
- New Jersey archives and historical records repositories
- New Jersey museums, historical societies, science centers, and natural history institutions
- New Jersey arts organizations and related groups

---

## **General Membership** CONTINUED

- New Jersey historic sites and historic preservation organizations
- Emergency management agencies and organizations
- Emergency response agencies
- Related state, county, municipal, and federal government agencies
- Professionals, individuals, and groups with an interest in the missions, activities, and objectives of the organizations, institutions, and agencies listed above.

All new members must be approved by the Steering Committee (see Article IV) following nomination by the Membership Committee (see Article VI, Section 1). Members shall be required to complete a membership application form, prescribed by the Membership Committee, containing contact and other information.

## **ARTICLE IV: STEERING COMMITTEE**

NJCAR shall be governed by a Steering Committee that consists of the officers and the chairpersons of standing committees as listed in Articles V and VI below. The Steering Committee shall have regular meetings at times, dates and places to be determined by the Chair (see Article V, Section 1, below), who may also call additional meetings at his/her discretion.

When a vote is required by the Committee, each member shall have one vote. Persons who serve as both an officer and a standing committee chair shall have only one vote.

The Steering Committee shall be responsible for establishing the policies, priorities, and general objectives of NJCAR, and shall determine the dates, times, and locations of the annual membership meeting. The Steering Committee shall determine any membership dues or fees.

In addition to the officers and standing committee chairpersons, up to two Members-at-Large may be appointed to serve on the Steering Committee by virtue of a majority vote of the officers and standing committee chairpersons. Members-at-Large shall serve until the next odd-year annual meeting of the membership. They shall attend Steering Committee meetings, assist with special initiatives or duties as needed, and shall be entitled to one vote each. Members-at-Large shall not serve for more than two full consecutive terms.

The Steering Committee may designate a fiscal agent for the receipt and expenditure of any funds received.

The Steering Committee shall designate an appropriate repository to house the official records of NJCAR.

---

## **ARTICLE V: OFFICERS**

Officers of NJCAR shall be elected by the membership (ex-officio and general) biannually from the roster of members in good standing, at odd-year annual meetings of the membership, to serve terms commencing and ending at the times of the biannual elections. A special election shall be held at any even-year annual meetings to fill any officer positions that have been vacated by virtue of resignation (see Article IX below). The Steering Committee may temporarily fill officer vacancies until the next annual meeting of the membership ensues, at which time all officers must be or must have been elected by the membership. Candidates for officer positions shall be eligible by nomination of an ad-hoc Nominating Committee appointed by the Chair and consisting of no less than three members. Election shall be by a majority of votes cast for the candidates. Officers shall not serve for more than two full consecutive terms.

The officers of NJCAR shall include:

### ***Section 1 – Chair***

The Chair shall have broad oversight of the business of the organization. He/she shall preside over meetings of the Steering Committee and membership, appoint committee chairpersons, and determine the dates, times, and locations of regular Steering Committee meetings. The Chair shall coordinate, along with the Vice-Chair, NJCAR activities in response to an emergency that occurs during his/her term. The Chair has the authority to delegate any responsibilities to other Steering Committee members.

### ***Section 2 – Vice-Chair***

The Vice-Chair shall preside over Steering Committee meetings if the Chair is absent or incapacitated, and shall assume the role of Chair should the elected Chair resign from office, until an election is held at the next annual meeting. The Vice-Chair shall oversee the management of all fiscal matters of NJCAR and report to the Steering Committee on a regular basis. The Steering Committee shall elect, from among the Steering Committee members, a new Vice-Chair should a vacancy occur, to serve until an election is held at the next annual meeting.

### ***Section 3 – Secretary***

The Secretary shall be responsible for taking minutes at meetings and distributing them in a timely manner, and shall assume other duties as determined by consensus or resolution of the Steering Committee. The Secretary shall maintain the records of NJCAR. The Steering Committee shall elect, from among the membership, a new Secretary should a vacancy occur, to serve until an election is held at the next annual meeting.

## **ARTICLE VI: STANDING COMMITTEES**

There shall be four standing committees of NJCAR, the chairpersons of which shall be appointed by the Chair following election, or between elections if a vacancy should

---

## **STANDING COMMITTEES CONTINUED**

occur from the roster of members in good standing. The Chair and/or each chairperson shall select from the membership at least

three other persons to serve on his/her committee. Each chairperson shall hold at least one meeting of his/her committee between the regular meetings of the Steering Committee (see Article IV above), and shall provide a report of activities, progress, and issues on behalf of his/her committee at the next ensuing Steering Committee meeting.

The standing committees shall be as follows:

### ***Section 1 – Membership Committee***

The Membership Committee shall be responsible for promoting and increasing membership and the development and maintenance of related forms and data files. Once per year the Membership Chair shall solicit updated contact information from members and shall update the database accordingly.

### ***Section 2 – Information Resources Committee***

The Information Resources Committee shall develop and maintain the data and technology necessary to achieve the objectives of NJCAR.

### ***Section 3 – Program Committee***

The Program Committee shall be responsible for educational programs and outreach on an annual basis.

### ***Section 4 – Development Committee***

The Development Committee shall be responsible for researching and applying for funding for NJCAR initiatives and identifying other resources.

## **ARTICLE VII: AD-HOC COMMITTEES**

Ad-hoc committees may be appointed by the Chair from the membership as needed to complete specific projects or initiatives. Ad-hoc committee chairpersons shall not be members of the Steering Committee by virtue of being an ad-hoc committee chairperson, but may be a member of the Steering Committee by virtue of being an officer or chairing a standing committee, and may attend Steering Committee meetings by invitation of the Chair.

## **ARTICLE VII: QUORUM AND VOTING**

At Steering Committee meetings, five members shall be considered a quorum. At meetings of the membership as determined by the Steering Committee, the members present shall constitute a quorum if at least 20 members or one third of the membership is in attendance, whichever is less. Quorums shall be assumed unless doubted.

---

## QUORUM AND VOTING CONTINUED

In the event of a tie in any vote on the Steering Committee, the Chair shall make the final decision. In the event of a tie in any vote at a meeting of the membership, the Steering Committee will make the final decision.

## ARTICLE IX: RESIGNATION

Any officer or standing committee chairperson will be considered to have resigned his/her position by virtue of any one of the following: a) written communication to the Chair or Steering Committee to this effect; b) death, incapacitation, or a failure to participate in three consecutive regular Steering Committee meetings; c) in the case of standing committee chairpersons, failure to hold standing committee meetings as required; and d) in the case of the Chair, failure to hold regular Steering Committee meetings.

## ARTICLE X: AMENDMENTS

These by-laws may be amended or replaced upon a majority approval of the NJCAR membership, provided that the proposed changes were circulated 30 days in advance.

## ARTICLE XI- RATIFICATION PROVISIONS

These by-laws shall be considered duly ratified and adopted, and NJCAR shall be constituted by virtue of, and effective with, the dated signatures of a majority of the ex-officio members, as below:

_____ New Jersey State Library	_____ Print Name	_____ Date
_____ New Jersey State Archives	_____ Print Name	_____ Date
_____ New Jersey State Museum	_____ Print Name	_____ Date
_____ New Jersey Historical Commission	_____ Print Name	_____ Date
_____ New Jersey State Council on the Arts	_____ Print Name	_____ Date
_____ New Jersey State Historic Preservation Office	_____ Print Name	_____ Date



---

New Jersey Historic Trust	Print Name	Date
NJOEM	Print Name	Date
New Jersey Library Association	Print Name	Date
MARAC – New Jersey Caucus	Print Name	Date
CARMA - NJ	Print Name	Date
New Jersey Association of Museums	Print Name	Date
Advocates for New Jersey History	Print Name	Date
The League of Historical Societies of New Jersey	Print Name	Date
ArtPride New Jersey	Print Name	Date
New Jersey Theatre Alliance	Print Name	Date
Preservation New Jersey	Print Name	Date
NJEMA	Print Name	Date
NJEPA	Print Name	Date