

CALIFORNIA ALLIANCE FOR JAZZ CONSTITUTION AND BYLAWS

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As attested to by signatures of Executive Board below:

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**California Alliance for Jazz
Constitution and Bylaws**

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CALIFORNIA ALLIANCE FOR JAZZ CONSTITUTION AND BYLAWS

CONSTITUTION

Article 1 - Name

This organization shall be known as the California Alliance for Jazz, hereinafter referred to as CAJ or the Alliance. CAJ is a not-for-profit corporation organized under the laws of the State of California.

Article 2 – Mission Statement

The mission of the California Alliance for Jazz is to promote and facilitate the growth of jazz through education and performance of jazz music.

Article 3 - Purpose

The purpose of CAJ shall be to advance jazz education, and in specific furtherance thereof:

1. to foster and promote the understanding and appreciation of jazz and its artistic performance;
2. to lend assistance and guidance in the organization and development of jazz and popular music curricula in schools and colleges to include instrumental and vocal ensembles of all types and sizes;
3. to foster the application of jazz principles to music materials and methods at all levels of education both public and private;
4. to disseminate educational and professional news of interest to music educators;
5. to assist in the organization of conferences, clinics, festivals, and symposiums;
6. to cooperate with all organizations dedicated to the development of musical culture; and
7. to recognize those who contribute to jazz education and to the evolution of the music in our state.

Article 4 - Membership

Any person is eligible for membership in CAJ subject to the payment of dues on an annual basis. Membership shall be at the following levels:

Active Member: Any adult person still active in the workplace

Student Member: Any person enrolled as a full time student of any school from elementary school through graduate school

Retired Member: Any person over the age of 55 who is no longer employed on a full time basis

Patron Member: Any person contributing from 4 to 10 times the active member dues

Benefactor Member: Any person contributing at least 10 times the amount the active member dues

Life Member: Any person who has served on the Executive Board for at least six years or who may be so designated by the Executive Board based upon their individual contributions to the mission and purpose of the Alliance.

Article 5 - Officers

The Board of Directors, which shall be known as the Executive Board, shall be the legal representative of CAJ and as such shall have, hold, and administer all the property, funds, and affairs of the CAJ. The Executive Board shall be comprised of SIX officers: the President, President-Elect, Past-President, Vice-President, Secretary and Treasurer. The duties of each office shall be defined in the Bylaws.

In addition to the Board of Directors set forth above, the Bylaws may designate any number of appointed "ex-officio" members of the Board of Directors with such offices and duties defined therein. Such appointed members will not be considered to be part of the Executive Board, and their votes on issues before the board will be considered only as advisory to the Executive Board members' votes. In any decision before the board, the votes of the Executive Board shall determine the outcome of the issue.

Article 6 – Elections

The manner of the election of the members of the Executive Board shall be provided for in the Bylaws of the Alliance. Ex-officio members shall be appointed by a two-thirds vote of the Executive Board.

Article 7 – Disposition of Assets in Case of Dissolution

In the event of dissolution or termination of the CAJ, after payment of all the liabilities of the Alliance, the Executive Board shall use all assets of the Alliance exclusively for charitable, educational, or scientific purposes as defined under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization(s) as said court shall determine, which are organized and operated exclusively for such purposes.

Article 8 – Amendments

This Constitution may be altered or amended by an approving vote of two-thirds of those members who cast ballots by electronic vote. Ballots and necessary supporting information shall be communicated at least sixty (15) days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the Executive Board. Proposed amendments to this Constitution may be initiated by the Executive Board or by a petition signed by ten percent (10%) of the membership.

Article 9 – Bylaws

The Alliance may make and alter Bylaws consistent with the provisions indicated heretofore and in accordance with the provisions stated or provided for in the Bylaws of the Alliance.

Article 10 – Private Property

The private property of individual members of the Executive Board, Ex-officio members of the Executive Board, or of any members of this Alliance shall not be liable for Alliance debts.

Article 11 – Personal Gain and Political Activity

No part of the net earnings of the Alliance shall inure to the benefit of, or be distributed to, its members or officers, or other private persons, except that the Alliance shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof. Board members shall not be paid for their services to CAJ, but may be reimbursed for travel expenses and the like. No substantial part of the activities of the Alliance shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Alliance shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Alliance shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article 12 – Dues

Dues shall be determined by the Executive Board of the Alliance.

Article 13 – Meetings

Each fiscal year, there shall be at least four official meetings of the Executive Board with a quorum present. There shall be at least one meeting of the General Membership each fiscal year. The meetings of the Executive Board and/or the general membership shall be held at such time and place as shall be designated by the president with the approval of the majority of

the Executive Board. All members shall be notified either by mail, email, or through an Alliance publication of general circulation at least 30 days in advance of the meeting. Special meetings may also be called by written request from four (4) members of the Executive Board with the provision that 30 days notice be given as prescribed above. Minutes shall be taken at all official meetings and shall be made available to the membership in a timely manner, published in a newsletter and/or on a website.

BYLAWS

Article 1 – Duties of Officers of the Executive Board

1.1 Qualifications of Officers

1.1.1 All officers must maintain continuous membership in CAJ from the time of their nomination to the end of their term.

1.2 Duties of All Officers

1.2.1 Attend all official meetings of the Executive Board and of the general membership.

1.2.2 Approve budgets and financial expenditures and incomes.

1.2.3 Approve minutes of official meetings.

1.2.4 Approve appointments to standing and ad hoc committees.

1.3 Duties of the President

1.3.1 Provide executive leadership for the Executive Board and for the membership to ensure that all provisions of the Constitution and Bylaws as well as the mission and purpose of the organization are carried out.

1.3.2 Propose an annual budget for approval by a majority vote of the Executive Board.

1.3.3 Provide leadership in strategic planning for the organization.

1.3.4 Plan agendas for, make timely announcements of, and preside over meetings.

1.3.5 Act as representative and liaison with other educational, arts, news and professional organizations in the state.

1.3.6 Submit an official “State of the Alliance” report to general membership each year by July 1st.

1.3.7 Direct the maintenance of an archive of all important business and activity conducted by the organization especially including the minutes of all meetings, the financial and historical records, records of important correspondence and newsletters. Assure that all such records are gathered from the Treasurer, the Secretary, and other officers at the conclusion of terms of office and transmitted to new officers.

1.3.8 Make recommendations to the Executive Board concerning the appointment of members to standing and ad hoc committees.

1.3.9 Personally invite guest conductors approved by the Board to conduct our honor groups. Secure contracts with them for their services 2 years prior to their committed date.

1.3.10 Oversee the selection, administration, of all CAJ-sponsored honor groups and their directors.

1.3.11 Coordinate with the CBDA Representative to schedule sessions at CASMEC.

1.3.12 Support the CBDA Representative to make sure CASMEC Clinicians know their schedules and hotel information.

1.3.13 Notify Hall of Fame inductees and give them info on the HOF ceremony.

1.3.14 Attend 2 Stand Up for Music Coalition meetings each year.

1.4 Duties of the President-Elect

- 1.4.1 Work closely with the president in order to learn the duties and prepare to assume the leadership of the organization.
- 1.4.2 Assist the president in fulfilling the duties of president.
- 1.4.3 Study the work of all officers in order to learn their duties. Study the membership and the activities of the organization in preparation to assume leadership.
- 1.4.4 Oversee the newsletter and assure that at least two issues are produced and distributed to all members of the organization each fiscal year.
- 1.4.5 Oversee any official website.
- 1.4.6 Recruit and chair a nominating committee in January of each odd year for the purpose of soliciting nominations for the election of officers. Should say President Elect and Secretary on even years and Vice President and Treasurer on odd years.
- 1.4.7 Contact conductors by June 1st and get their bios and pictures for the CBDA and CASMEC publications no later than Oct. 1st.
- 1.4.8 Get the conductor's repertoire list by Oct. 1st and order all the music. Get the music to the managers by Dec. 1st.
- 1.4.9 Send the repertoire list to the CBDA Newsletter Editor by Dec. 1st

1.5 Duties of the Past-President

- 1.5.1 Provide continuity of leadership, historical perspective and advice to the president and to the Executive Board
- 1.5.2 Assist the president and other members of the Executive Board in fulfilling their duties.
- 1.5.3 Administer all aspects of the State Jazz Championships.

1.6 Duties of the Vice President

- 1.6.1 Be prepared to assume the duties of the president in the absence of the president.
- 1.6.2 Provide leadership on selected committees.
- 1.6.3 Promote communications to and among the members.

1.7 Duties of the Secretary

- 1.7.1 Record the minutes of all official meetings, and make them available to the Executive Board and general membership in timely fashion.
- 1.7.2 Along with the CBDA Rep., oversee the selection, administration, of all CAJ-sponsored honor groups and their directors.
- 1.7.3 Conduct official correspondence for CAJ as may be requested by the president
- 1.7.4 Maintain an archive of membership information, official minutes, newsletters, official correspondence and assure that the archive is passed on to the succeeding secretary through the president.

1.8 Duties of the Treasurer

- 1.8.1 Assure that all expenditures of CAJ funds have the approval of the Executive Board.
- 1.8.2 Collect and distribute funds.
- 1.8.3 Maintain records that will substantiate the specific nature and purpose of all expenditures.
- 1.8.4 Maintain a checking account in the name of CAJ.
- 1.8.5 Prepare financial reports for meetings and as needed.
- 1.8.6 Submit the official tax returns of the Alliance as required by law.
- 1.8.7 Oversee the collection and administration of membership dues.
- 1.8.8 Maintain an archive of financial information and assure that the archive is passed on to the succeeding treasurer through the president.

1.9 Terms of Office

- 1.9.1 The President-Elect shall serve for six years; two years as President-Elect, two years as President, and two years as Past-President.
- 1.9.2 Vice-President, Secretary and Treasurer shall each serve a two-year term beginning on July 1 of each odd year and ending on June 30 of the odd year two years later.
- 1.9.3 President Elect and Secretary are elected in even years and Vice President and Treasurer in odd years.

1.10 Removal Procedure for Executive Board Members

- 1.10.1 An officer is automatically removed from office if his/her CAJ membership lapses.
- 1.10.2 An officer may be removed from office for dereliction of duty.
- 1.10.3 An officer may be removed from office by a two-thirds vote of the membership who cast a ballot or by a two-thirds vote of the entire Executive Board.

1.11 Replacement Procedure for Executive Board Members

- 1.11.1 If an office other than Past President becomes vacant with less than a year remaining in the term, the Executive Board may elect an interim officer.
- 1.11.2 If an office other than Past President becomes vacant with more than one year remaining in the term, a special election shall be scheduled at the earliest possible time.

Article 2 – Appointed Ex-officio Members of the Board of Directors

2.1 Definition

- 2.1.1 Ex-officio members of the Board of Directors shall be elected by a two-thirds majority vote of the executive board.

2.1.2 Ex-officio members of the Board of Directors shall consist of the officers listed below, however any office may remain vacant at the discretion of the Executive Board:

Representative to the California Band Directors Association (CBDA)
Vocal Jazz Representative
Higher Education Representative
High School Representative
Junior High School Representative
Elementary School Representative
Industry Representative
Northern California Representative
Southern California Representative
Newsletter Editor
Website Manager
Historian
Membership chairman

2.2 General duties of all Ex-officio members of the Board of Directors

- 2.2.1 Maintain membership in CAJ throughout their term of office.
- 2.2.2 Attend all meetings of the Board of Directors and of the general membership.
- 2.2.3 Vote at their discretion recognizing that their votes are advisory to the Executive Board and not binding on the outcome of the issue being decided.
- 2.2.4 Provide at least one article per year for the CAJ newsletter.
- 2.2.5 Secure at least one advertiser for each publication of the CAJ newsletter.

2.3 Term of office for Ex-officio members of the Board of Directors

- 2.3.1 Ex-officio members of the executive board may serve any length of time at the pleasure of the Executive Board, however it is expected that such officers will serve from 2 to 4 years.
- 2.3.2 Term of office may be terminated by majority vote of the Executive Board at any time for any reason or by resignation of the officer at his/her discretion.

2.4 Qualifications and Duties of the Representative to CBDA

- 2.4.1 Maintain continuous membership in CAJ and CBDA.
- 2.4.2 Attend planning meetings for the annual CASMEC conference.
- 2.4.3 Form a committee of at least 3 Board members and select and schedule all jazz clinics, workshops, and performances for the annual CASMEC conference.
- 2.4.4 Work with the President to schedule the clinics to try to not interfere with other band sessions at the conference.
- 2.4.5 Work with the President to notify clinicians of their clinic times and give them info on the hotel and reservation information.

2.4.6 Create a Google doc to allow all Board members to sign up to preside at all jazz clinics, workshops, and performances at the annual CASMEC conference.

2.4.7 Serve as liaison between CAJ and CBDA reporting on activities, decisions and/or concerns of each to the other.

2.5 Qualifications and Duties of the Vocal Jazz Representative

2.5.1 Select and distribute audition materials for the All-State Vocal Jazz Ensemble

2.5.2 Recommend potential directors of the All-State Vocal Jazz Ensemble to the Executive Board.

2.5.3 Prepare an annual budget for all the needs of the All-State Vocal Jazz Ensemble and submit that budget to the CAJ president for inclusion in the overall budget. Communicate with the Treasurer regarding vocal jazz expenses before they are incurred.

2.5.4 Select and contract for accompanists as needed for the All-State Vocal Jazz Ensemble.

2.5.5 Assure that appropriate sound equipment is available for the use of the All-State Vocal Jazz Ensemble.

2.5.6 Recruit qualified people to evaluate audition material for the All-State Vocal Jazz Ensemble.

2.5.7 Serve as manager of the All-State Jazz Ensemble and liaison/host to the director of that ensemble.

2.5.8 Serve as liaison between CAJ and vocal music organizations such as ACDA and SCVA as may be prudent or necessary.

2.6 Qualifications and Duties of the Higher Education Representative

2.6.1 Must be an active or retired jazz educator at the post high school level.

2.6.2 Promote membership in and the purposes of CAJ among his/her colleagues in post high school educational institutions.

2.6.3 Provide input to the Executive Board based upon applicable experience and expertise.

2.6.4 Serve as liaison between CAJ and such music education organizations specifically organized for music educators at the post high school level.

2.7 Qualifications and Duties of the High School Representative

2.7.1 Must be an active or retired jazz educator at the high school level.

2.7.2 Promote membership in and the purposes of CAJ among his/her colleagues teaching at the high school level.

2.7.3 Provide input to the Executive Board based upon applicable experience and expertise.

2.7.4 Serve as liaison between CAJ and such music education organizations specifically organized for music educators at the high school level.

2.8 Qualifications and Duties of the Junior High Representative

- 2.8.1 Must be an active or retired jazz educator at the junior high or middle school level.
- 2.8.2 Promote membership in and the purposes of CAJ among his/her colleagues teaching at the junior high school and middle school level.
- 2.8.3 Provide input to the Executive Board based upon applicable experience and expertise.
- 2.8.4 Serve as liaison between CAJ and such music education organizations specifically organized for music educators at the junior high and middle school level.

2.9 Qualifications and Duties of the Elementary Education Representative

- 2.9.1 Must be an active or retired educator at the elementary level with a significant background in jazz performance or jazz education or a strong desire to incorporate jazz education into his/her curriculum.
- 2.9.2 Promote membership in and the purposes of CAJ among his/her colleagues teaching at the elementary school level.
- 2.9.3 Provide input to the Executive Board based upon applicable experience and expertise.
- 2.9.4 Serve as liaison between CAJ and such music education organizations specifically organized for educators at the elementary school level.

2.10 Qualifications and Duties of the Industry Representative

- 2.10.1 Must be active in an area of business or industry associated with products or services related to jazz.
- 2.10.2 Promote membership in and the purposes of CAJ among his/her colleagues and business associates.
- 2.10.3 Provide input to the Executive Board based upon applicable experience and expertise.
- 2.10.4 Serve as liaison between CAJ and appropriate business organizations and/or chambers of commerce.

2.11 Qualifications and Duties of the Northern California Representative-only necessary if there are no members on the Board from these areas.

- 2.11.1 Must be an active or retired jazz educator residing and with most of his/her teaching experience in geographical areas considered to be in "Northern California" by the Executive Board.
- 2.11.2 It is intended that this office will be filled only when no person holding an office on the Executive Board is from "Northern California." However, the office may be filled at any time at the discretion of the Executive Board.
- 2.11.3 Promote membership in and the purposes of CAJ among his/her colleagues in "Northern California."
- 2.11.4 Provide input to the Executive Board based upon applicable experience, expertise, and knowledge of needs and concerns of his/her geographical area
- 2.11.5 Maintain active association with jazz educators in Northern California and serve as liaison between CAJ and those educators and their organizations.

2.12 Qualifications and Duties of the Southern California Representative—only necessary if there are no members on the Board from these areas.

2.12.1 Must be an active or retired jazz educator residing and with most of his/her teaching experience in geographical areas considered to be in “Southern California” by the Executive Board.

2.12.2 It is intended that this office will be filled only when no person holding an office on the Executive Board is from “Southern California.” However, the office may be filled at any time at the discretion of the Executive Board.

2.12.3 Promote membership in and the purposes of CAJ among his/her colleagues in “Southern California.”

2.12.4 Provide input to the Executive Board based upon applicable experience, expertise, and knowledge of needs and concerns of his/her geographical area

2.12.5 Maintain active association with jazz educators in Southern California and serve as liaison between CAJ and those educators and their organizations.

2.13 Qualifications and Duties of the Newsletter Editor

2.13.1 Must have familiarity with and capability in computer programs designed to prepare material for publication, including layout of articles and advertising.

2.13.2 Set deadlines and follow up to secure articles for publication as needed.

2.13.3 Edit articles submitted for publication.

2.13.4 Prepare newsletter for publication.

2.13.5 Take all action necessary to email the newsletter to all CAJ members by dates to be set by the Executive Board. Issue dates: Aug.15, Nov. 15, Mar. 15, June 15

2.13.6 Provide newsletter in appropriate format for inclusion on CAJ website.

2.14 Qualifications and Duties of the Webmaster

2.14.1 Must have familiarity with and capability in website design and modification.

2.14.2 Assure that website contains material that is timely, attractive, and of interest to CAJ members. Some content will be determined by vote of the Executive Board.

2.14.3 Assure that the most current minutes of all Board of Directors' and general meetings are displayed on the CAJ website in timely manner.

2.15 Qualifications and Duties of the Historian

2.15.1 Must have been an officer of the Executive Board and/or an ex-officio member of the Board of Directors for an aggregate total of at least six (6) years.

2.15.2 Provide input to the Executive Board based upon applicable experience, expertise, and knowledge of past activities, discussions, and decisions of the CAJ Board of Directors, and of

any international, national, or local organizations related to jazz or jazz education about which he/she has knowledge, and/or of any individuals as they relate to those organizations.

2.15.3 Gather names, bios and pictures of past outstanding jazz educators and present them to the Board for approval.

2.16 Qualifications and Duties of the Membership Chair

2.16.1 Must possess good organizational and communication skills including email.

2.16.2 Contact members of CAJ whose membership has lapsed, including any board members.

2.16.3 Maintain an active roster of CAJ members including all appropriate contact information.

2.16.4 Collect dues, and forward checks, cash, etc. to the treasurer for deposit in the CAJ accounts. Maintain regular contact with the treasurer.

2.16.5 Contact members who have not paid dues and encourage them to remit such dues.

2.16.6 Maintain active and up-to-date files to upload to Constant Contact for emails.

Article 3 – Elections

3.1 Nomination Procedures

3.1.1 By February 1st of each year, a nominating committee representative of CAJ membership shall be appointed by the Executive Board and chaired by the President-Elect. Such committee should consist of the out-going president and at least three people not currently serving on the Executive Board

3.1.2 Individuals who may be candidates for office shall not serve on the Nominating Committee.

3.1.3 The Nominating Committee shall solicit outstanding candidates who are representative of the membership to run for the offices of President-Elect, Vice-President, Secretary and Treasurer. The Nominating Committee shall assure that the nomination process is open and accessible to all active members.

3.1.4 The Nominating Committee shall attempt to create a ballot that offers at least two candidates for each office.

3.1.5 By April 1st of each odd year, the Nominating Committee shall present a final slate of candidates for the offices of Vice President and Treasurer and for each even year, candidates for President Elect and Secretary for the ballot.

3.1.6 By May 1st of each year, ballots shall be emailed to all active members as well as biographical information about each candidate and a statement from each candidate. The Nominating Committee and the Executive Board shall assure that elections and the voting process is open and accessible to all active members. The Executive Board shall conduct a campaign to encourage all active members to indicate their support and participation by voting.

3.1.7 By June 1st of each year, the voting which will take place online will be revealed to the nominating committee.

3.1.8 By June 15th of each year, results of the elections shall be announced.

3.1.9 By July 1st of each year, newly elected officers shall assume the responsibilities of their office.

Article 4 – Amendment of Bylaws

Any Association member may petition the Executive Board for the purpose of altering the Bylaws. Changes of the Bylaws shall require a majority vote of the Executive Board. The membership shall be informed of Bylaw changes according to the provisions set forth in Article 12 of the Constitution relative to meetings.

Article 5 – Committees

Special committees may serve during the term of the administration in which they are appointed or for such period as may be determined by the Executive Board. All committees are responsible to the president and the Executive Board.

Article 6 – Publications

CAJ shall publish at least four newsletters each fiscal year. The newsletters may be mailed, emailed and/or published on the Association's website. Other educational materials may be published and distributed with the approval of the Executive Board.

Article 7 – Fiscal, Administrative, and Membership Year

The fiscal, administrative, and membership year shall be from July 1 through June 30.

Article 8 – Rules of Order

Robert's Rules of Order Revised shall govern all business meetings of CAJ.