

**Constitution & By-Laws
of the
Communications High School PSFA Inc.**

**Article I
Corporate Identity**

1. The name of this corporation is :

Communications High School PSFA Inc.

2. The principal offices of this corporation shall be:

1740 New Bedford Road
Wall Township, NJ 07719

3. This association is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations under section 501(c) (3) of the IRS Code or any successor statute.

**Article ii
Purpose & Objectives**

- 1 To enrich, enhance, and support the Communications HS education program of the MCVSD, a public education system located in Monmouth County, New Jersey
- 2 To inform the community about strengths and needs within the communications education program.
- 3 To serve as a catalyst to support and enhance school improvement programs designed to heighten learning opportunities
- 4 To foster an atmosphere in which the educator, parent and the student can work together to obtain maximum benefits from the programs offered.
- 5 To help provide an environment and support programs within which each student has the opportunity to identify academic and career goals and achieve those goals
- 6 This association is organized exclusively for charitable and educational purposes, including such purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Article III
Membership

Membership shall consist of fathers, mothers, guardians and students of the school, as well as members of the faculty and any other persons of the school district interested in education.

Article IV
Respect for School Policies

The Association shall respect the established school policies and practices as set forth by the Board of Education and Principal.

Article V
Officers

- Section 1. The officers of the corporation shall be Co-Presidents (2), Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
- Section 2. The officers shall be selected by the Nominating Committee. The slate shall be approved by the general membership [**during the May general membership meeting**].
- Section 3. The term of office shall be one year, from June until the next June.
- Section 4. To be eligible for office, the nominee(s) must be an active member(s) of the Association.
- Section 5. The term of an officer may be declared vacant by virtue of that officer's absence at three consecutive board meetings. [**A vacancy in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers of the Executive Board. Notice of such election having been given by the Secretary and recorded in the minutes of the Executive Session.**]
- [Section 6. **Nominations of Officers**
- A. **The Nominating Committee shall be formed in the month of March. It shall consist of 5 or 7 members in good standing. Volunteers to the Committee shall submit their names to the Vice President. In the event that more than 7 members volunteer, the Vice President shall make a random selection. The chairperson of the committee shall be selected by the members at their first meeting. This meeting shall take place before the end of March and prior to the April meeting.**

- B. **The Nominating Committee shall select one nominee for each office to be filled. A member may not be nominated for more than one office.**
- C. **Only those who have consented to serve if elected shall be eligible for nomination.**
- D. **All discussions and deliberations of the Nominating Committee shall be kept confidential.**
- E. **The slate of officers shall be announced at the April meeting and in the April Newsletter.**
- F. **At the May meeting, an opportunity shall be given for nominations from the floor. The chair shall then declare the nominations closed.**
- G. **If there is but one nominee for any office, it shall be in order to move that the Recording Secretary cast the elective ballot of the organization. If there is more than one nominee for a position, the vote shall be by ballot, organized and tallied by the Nominating Committee. A majority vote of those present shall elect.]**

Article VI
Officers Duties

Section 1. **The Co-Presidents** shall preside at Association meetings and Executive Committee meetings; appoint the committee chairperson selected by each committee; and perform such duties as are customarily incumbent upon this office. The Co-Presidents are ex-officio members of all committees, except the Nominating Committee.

It shall be the policy of the PSFA that all written correspondence and contracts representing the Association be approved in advance by one of the Co-Presidents. In their absence, approval may be obtained from one of the elected officers.

Section 2. **The Vice-President**, in the absence of the Co-Presidents, shall perform all the duties of the Co-Presidents and such duties as are assigned to this office. The Vice-President will assist and advise the formation of the nominating committee. The Vice-President shall preside over the audit committee.

Section 3. **The Recording Secretary** shall keep the minutes of all Association meetings and Executive Committee meetings, shall keep a list of all members of the Association, shall notify members of their proposed committee appointments, shall keep a list of all members of each committee, and discharge such duties as are incumbent upon this office.

Section 4. The **Corresponding Secretary** shall send out proper notices of all regular meetings, and other meetings when necessary, and conduct the correspondence of this Association.

Section 5. The **Treasurer** shall receive all dues and other monies of the Association, shall keep an accurate account of same, and shall pay bills only with the approval of one of the Co-Presidents. The Associations books shall be audited annually by an ad-hoc audit committee, or at the discretion of the Co-Presidents, or upon change of the Association Treasurer. The position of Treasurer shall be bonded.

The Treasurer shall present a financial statement at every meeting of the organization and at other times as requested by the executive board, and shall make a full report at the annual meeting.

It shall be the policy of the Association that all checks issued be co-signed by the Treasurer and either Co-President.

Article VII **Membership**

Section 1. Parents/Guardians of enrolled students, students, faculty and staff of the school, and members of the school district are eligible for membership in this Association.

Section 2. Membership will be on an annual basis. Upon payment of the appropriate membership fee, the member will be issued a membership card, indicating active membership status in the Association.

Section 3. Active membership in the Association permits the member to have voting privileges at all general Association meetings at which business is conducted.

Section 4. Membership Dues: The dues for the PSFA shall be as designated by the Executive Committee.

Article VIII **Executive Committee**

The Executive Committee shall consist of the Co-Presidents, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, chairperson of all standing committees, the Principal, the Faculty representative and the Student representative. These persons shall have full responsibility for the Association business affairs, including the approval of special committee appointments, review of their reports, consideration of suggestions concerning school policies, budget, and other administrative details. The Executive Committee will prepare the agenda items for all general membership meetings. Any member of the Association may attend a session of the Executive Committee in a non-voting capacity. Any member of the Association desiring to address the Executive Committee or to bring matters to the committee's attention shall contact one of the officers prior to the start of the meeting.

It shall be the policy of the Association that all commitments made in the name of the Association be approved in advance by the Executive Board. This approval can be obtained at either a scheduled meeting of the Executive board or by telephone, fax, or e-mail at the discretion of the Co-Presidents.

Article IX Meetings

A minimum of four general membership meetings shall be held each school year. The Executive Committee shall meet each month of the school year.

Article X Committees

Section 1 **[Chairpersons shall be selected and confirmed by the June meeting when the newly elected officers assume their positions. A temporary chairperson shall be selected by the Vice President if one has not been selected by the committee.]** The standing committees of the PSFA shall be:

Policy – To establish and maintain the legal framework within which the Association will operate. This committee shall present recommendations to the Executive Committee and to the general membership for appropriate action. Any active member of the Association can present recommended action items to the Committee, in writing.

Educational Support – To work with the Advisory Board, School District, Principal, and staff and faculty to complement the academic program, and to provide liaison to the business and industrial community. Group training courses conducted by this organization shall be conducted by a subcommittee of the Educational Support Committee.

Hospitality – To welcome guests and new members on every occasion. To provide appropriate snack items and/or gifts for General Association meetings, Back to School Nights, Teacher Appreciation Week, Secretary Week, etc.

Membership – To devise methods to increase the Association's membership, to conduct the annual membership drive, to coordinate the distribution of membership cards, and to ensure that all membership dues are current. The Membership Committee will provide the Recording Secretary an accurate listing of all active members of the Association. The Membership Committee will also publish the PSFA Student Directory. The Membership Committee will establish an emergency notification (phone chain) system and activate it when so directed.

Publicity – To receive reports of activities from the various committees, coordinate appropriate press notices, and send notices as necessary for advanced publications.

Newsletter/Web Site – To publish an edition of a newsletter on a regular basis. The editor will be responsible for collecting and editing information relative to the activities of students and parents of the Communications High School. This newsletter will be read and approved by the principal before distribution to the student population.

Fund Raising – To recommend, arrange, and conduct such activities deemed necessary to assist the Association and the Principal in attaining operating funds. This committee is encouraged to work closely with the Student Council. The Treasurer will normally be a member of this committee.

Parent-Student Activities – To provide opportunities for parents and students to interact informally.

Historian – Shall record, document and preserve all information pertaining to the creation and evolution of the Communications High School scrapbook.

Awards & Scholarships Committee -

Awards sub-committee – To review available funds and provide awards to deserving students in each class, and to search out sources of funds for these purposes. Nominations will be made by the staff and faculty, and approved by the Principal, the Superintendent, and the Board of Education.

Scholarships sub-committee – To provide scholarships for graduates planning to pursue post-secondary education immediately upon graduation; to review available funds; and to search out sources of funds for scholarship purposes. Scholarship criteria will be developed to recognize and reward deserving students. Nominations will be made by the staff and faculty, and approved by the Principal, the Superintendent, and the Board of Education. Any active member of the Association may serve on this committee. Senior parents/guardians may participate in policy making sessions. However, only staff and faculty members and parents/guardians of sophomore and junior class members shall participate in scholarship award discussions. Achievement Awards deliberations shall be conducted by the staff and faculty.

Section 2. Additional ad-hoc committees, in keeping with the Association's objectives, may be created by the Executive committee. The Chairperson of an ad-hoc committee is not automatically a member of the Executive committee unless that committee becomes a standing committee of the Association. The Nominating Committee will be an ad-hoc committee whose sole purpose is to provide candidates for Association Officer positions. No member of the Nominating Committee may be nominated for any office.

Section 3. The Executive Committee shall designate the Association representative(s) to the Advisory Council, and to any other panels deemed necessary.

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Section 3. The Executive Committee shall designate the Association representative(s) to the Advisory Council, and to any other panels deemed necessary.

- Section 4. Each standing committee will have a single vote at Executive Committee meetings.
- Section 5. All committees desiring to bring new matters up at a regular meeting of the Executive Committee shall notify the Recording Secretary at least seven (7) days prior to a scheduled meeting. The Recording Secretary will notify the Co-Presidents prior to adding the matter to the agenda.
- Section 6. The Principal, or designated representative, will be an ex-officio member of all Association committees.
- Section 7. The Principal, shall appoint a faculty member to serve as faculty representative.
- Section 8. The student council shall appoint a student member to serve as a student representative.

Article XI
Rules of Order

- Section 1. All meetings of this Association shall be conducted according to "Roberts Rules of Order, Revised", when not inconsistent with the Constitution and Bylaws.
- Section 2. Any suggestions made at a regular meeting or special meeting concerning a modification of established school policies and practices shall be referred to the Executive Committee.
- Section 3. Ten percent (10%) of the total active membership must be in attendance at a General Membership meeting to constitute a quorum for the purpose of conducting Association Business.
- Section 4. Fifty percent (50%) of the members of the Executive Committee must be in attendance at an Executive Committee meeting to constitute a quorum for the purpose of conducting Association business.
- Section 5. Unless otherwise specified in these Bylaws, a majority of the votes cast at any meeting by a quorum of the members, shall be sufficient to approve the action for which the vote was cast.
- Section 6. The order of business at all meetings shall be: Call to Order; Reading of the Minutes from previous meeting; Report of Officers and Committees; Unfinished Business; and New Business.

Article XII
Amendment of By-laws

- Section 1. These by-laws may be amended at any regular or special meeting of the general membership by a two thirds vote of the members present and voting provided that notice of the proposed amendment was given at the previous general membership meeting.
- Section 2. The Policy Committee shall formulate and present recommendations to the Executive Committee and to the general membership for appropriate action, in accordance with Section 1 above.

Article XIII
Inurement of Benefits

No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article XIV
Permitted Activities

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporations/organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation/organization, contributions which are deductible under section 170 (c)(2) of the Internal Revenue Code.

[Article XV
Dissolution of the Corporation

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the Internal Revenue Code.]

Addendum - Signature Page

We the undersigned, the elected Executive Committee (2000-2001) of the PSFA (Parent-Student-Faculty Committee) of Communications High School, certify the above Constitution and By-laws were adopted unanimously at the General Meeting of October 5, 2000.

HOLGER SKURBE
CO-PRESIDENT

ROBERT WHITTEMORE
CO-PRESIDENT

CHERYL GARDINA
VICE-PRESIDENT

ROBERT W. MILLER
TREASURER

MAUREEN DALY
CORRESPONDING SECRETARY

PAMELA WILSON
RECORDING SECRETARY

Dated: December 7, 2000