

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 main office 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 High School 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 an educator, parent and student can work together to obtain maximum benefits from the programs offered.
5. To help provide an environment and support programs whereby 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 new slate of officers 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 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 Next Year's Officers: Any member of the PSFA willing to volunteer for the next year's executive board will notify the Vice-President in March of the position they are interested in filling. The slate of officers shall be announced at the April meeting and in the April Newsletter.

At the May meeting, an opportunity shall be given for nominations from the floor. The chair shall then declare the nominations closed.

If there is but one nominee for any office, it shall be to move that the Recording Secretary cast the elective ballot of the organization. If there is more than one nominee for a position, a vote shall be by ballot and cast at the April meeting by the general membership. A majority vote of those present shall elect.

Article VI

Officer's 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.

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.

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 the same, and shall pay bills only with the approval of one of the Co-Presidents. The Association's 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 checks more than \$4,000.00 be cosigned by the Treasurer and a Co-President.

Article VII

Membership

- Section 1 Communications High School parents/guardians, 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.
- 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, and the Principal. 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 email 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:

Hospitality - To welcome guests and new members on every occasion To provide appropriate snack items and/or gifts for Freshman Orientation, 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, and to ensure that all membership dues are current. The Membership Committee will provide the Recording Secretary with an accurate listing of all active members of the Association. The Membership Committee will also publish the PSFA Student Directory.

Social Media/Publicity - To receive reports of activities from the various committees coordinate appropriate press notices and send notices as necessary for advanced publications.

Newsletter/WebSite - 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 of Communications High School. This newsletter will be read and approved by the principal before distribution to the student population.

FundRaising - 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.

Section 2 Additional ad-hoc committees, in keeping with the Association's objectives, may be created by the Executive committee.

Section 3 Each standing committee will have a single vote at Executive Committee meetings.

- Section 4 All committees desiring to bring new matters up at a regular meeting of the Executive Committee shall notify the Recording Secretary. The Recording Secretary will notify the Co-Presidents prior to adding the matter to the agenda.
- Section 5 The Principal or designated representative will be an ex-officio member of all Association committees.
- Section 7 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 "Robert's 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 5 Unless otherwise specified in these Bylaws, a majority of the votes cast at any meeting by 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 by the Executive Board at any regular or special meeting.

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 corporation/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 (2023-2024) of the PSFA (Parent-Student-Faculty Association) of Communications High School, certify the above Constitution and By-laws were adopted unanimously at the General Meeting of January 25, 2024.

Colleen Stemetzki
Co-President

Janet Schneider
Co-President

Hope Pressler
Vice President

MaryAnn Doyle
Treasurer

Brenda Connolly
Corresponding Secretary

Melissa Skrocki
Recording Secretary

Dated January 29, 2024