

**BY-LAWS OF
THE PARENT FACULTY ASSOCIATION
OF PASCACK HILLS HIGH SCHOOL
Revised May 2021**

ARTICLE I. NAME

Section 1. The Association shall be known as the Parent Faculty Association of Pascack Hills High School. It is also commonly known as the PHHS PFA or the PFA, and will be referred to in these bylaws as the PFA. The PFA is a non-profit, charitable organization, 501(c)(3) Tax-Exempt and a 509(a)(2) Public Charity of the Internal Revenue Code, under the laws of the State of New Jersey.

ARTICLE II. PURPOSE

Section 1. The mission of the PFA is to foster a partnership between the administration and parent community for the enrichment of Pascack Hills High School, and the PHHS faculty and students.

Section 2. To create, promote and financially support educational and school-related extra-curricular programs directed towards parents, teachers, students and the general public, through the work of various committees, projects and initiatives.

ARTICLE III. BASIC POLICY

Section 1. The PFA shall be noncommercial, nonsectarian and nonpartisan.

Section 2. The PFA shall support the district administration's objective to provide a quality education to the Pascack Hills students. The PFA recognizes that the legal responsibility to make the district decisions lies with the Board of Education, the State Education authorities and the Pascack Hill School Administration.

Section 3. The PFA shall work to promote a coalition among parents, Pascack Hills High School and the community at large.

Section 4. The PFA shall encourage qualified community members to seek a seat on the Board of Education.

Section 5. The PFA shall not allow its officers and members to use the PFA for personal, political or material gain. Any business conducted by the PFA that benefits the personally owned business of an individual Board member must be approved by a majority of the Board.

Section 6. Should the PFA dissolve, providing all outstanding debts are met, the monies left in the treasury will be given to the Pascack Valley Regional High School District for the sole purpose of providing scholarships and or gifts for Pascack Hills High School students at the discretion of the Principal.

Section 7. The PFA may help promote events and fundraisers run by school-based organizations only. Examples of organizations eligible for promotional support include the PHHS Robotics Club, Interact, DECA, PHHS sports teams and PHHS parent-run boosters organizations. Not included is any program that is not directly tied to a PHHS club, activity or sport, such as individual student-run fundraisers and philanthropy programs, scout programs, town-run events and programs, local political events, and religious institutions.

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Any person interested in the objectives of the PFA and who is willing to uphold its policies and subscribe to its bylaws may become a general member upon payment of dues.

Section 2. PFA general membership year shall be from July 1 through June 30. Payment for PFA general membership remains open throughout the school year. However, for the inclusion in the Pascack Hills High School Directory, dues must be paid by specified deadline set by Membership/Directory Chair each year, and for PFA-sponsored scholarship eligibility, dues must be paid by a specified deadline set and communicated by the Scholarship Committee each year.

Section 3. The amount of dues will be enacted by the Executive Board and put forth to vote by the general membership at the end of the year PFA meeting.

Section 4. All general members are encouraged to attend the PFA meetings and to participate in all PFA sponsored events.

Section 5. General members in good standing in the PFA should consider serving on a variety of committees. Any general member in good standing may be nominated for Executive Board if having previous PFA experience or Executive experience in the lower schools.

Section 6. Any general members present at PFA meetings may participate in the discussion of routine business. However, only the PFA Executive Board shall have the authority to act on PFA business (as outlined in Article VI).

ARTICLE V. GOVERNANCE STRUCTURE

Section 1. The officers of PHHS PFA shall constitute the Executive Board to include: President(s), First Vice President(s), Second Vice President(s), Treasurer, and Recording Secretary.

Section 2. Executive Board members are responsible for voting on PFA expenditures including all gifting to the district, PFA budgets, programming and administration of bylaws.

Section 3. An effort shall be made to include PHHS faculty and/or administrator in addition to the Principal as non-voting Executive Board member. These administrators are encouraged to attend all PFA meetings and partner with the PHHS PFA

- Section 4. The Executive Officers shall serve a term of two years, until their successors are elected and assume office. If for any reason an officer cannot fulfill the remainder of the term, the President (s) shall nominate a replacement for approval by the Executive Board. (see Article IV section 5).
- Section 5. No Executive Board Officer shall be eligible for the same office for more than two consecutive terms. The Executive Board shall vote upon any exceptions.
- Section 6. Nominations and Elections of Officers (see Article IV section 5)
- A. A nominating committee of five shall make nominations for officers. The Past President (s) shall serve as the Chairperson (s) of Nominations. If they are unable to serve in this position, the current President(s) shall appoint a Chairperson of Nominations and must announce the chairman no later than the January/February PFA Meeting. The Chairperson shall appoint a nomination committee consisting of two people from Montvale and two people from Woodcliff Lake. Should the Chairperson or any committee member be unable to serve and/or fulfill this committee, they shall notify the Executive Board by the February/March meeting and the Executive Board will appoint a replacement at that time,
 - B. The Nominating Committee's primary responsibility is to fill the open positions on the Executive Board.
 - C. Those persons interested in seeking an Executive Board position should notify the Chairperson or a member of the nomination committee during the nomination process, February through May.
 - D. Any PFA member interested can submit candidates' names directly to the Chairperson of the Nominating Committee.
 - E. In a situation where there are no candidates nominated by the last annual meeting, nominations may be taken from the floor at that time.
- Section 7. Officers shall be installed at the May/June PFA meeting to ensure a smooth transition of duties by July 1, the beginning of the PFA calendar year.
- Section 8. The bylaws shall be reviewed and/or revised within a period of not longer than two years.

ARTICLE VI. DUTIES OF THE EXECUTIVE BOARD

- Section 1. The Executive Board consisting of the President(s), 1st Vice President(s), 2nd Vice President(s), Treasurer and Secretary shall plan meetings and carry out the objectives of the PFA. As a result the Executive Board will have the following duties:
- A. To schedule a minimum of one Executive Board meeting to review and formulate annual budget and other routine business requiring Executive Board decisions.
 - B. To schedule no less than five general PFA meetings, with ample notification to the faculty and district at large.
 - C. To attend Executive Board and PFA meetings.

- D. To transact necessary business via email between PFA meetings as long as majority vote stands.
- E. To review new committees, to support existing committees and discuss plans from committee chairpersons.
- F. To review and vote upon gifting requests from the faculty and Principal of Pascack Hills High School.
- G. To present committee reports at the PFA meetings.
- H. To appoint an independent auditor to audit the Treasurer's accounts and approve PFA bills.
- I. To review and approve PFA meeting minutes.
- J. To vote on programming and monetary expenditures for the PFA.
- K. To vote on by-laws updates
- L. To vote on nominations for the Executive Board

Section 2. A simple majority shall constitute a quorum for Executive Board and general board meetings.

Section 3. Special Meetings of the Executive Board may be called by the President(s) or by a simple majority of the members of the Executive Board.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President.

The President shall have the following duties and powers:

- A. Chief Executive Officer of the PFA.
- B. Presiding officer(s) at all meetings of the PFA, including Executive Board and general board meetings.
- C. Call all meetings of the PFA.
- D. Oversee all agreements, contracts, deeds and other instruments duly authorized by the PFA.
- E. May act as counter-signatory on checks and vouchers which have been duly authorized by the PFA when necessary.
- F. Appoints a Committee Chairperson in the event of vacancy only after the close of the nomination process. Executive Board must approve such appointment.
- G. In the event a President(s) cannot chair a meeting an appropriate Executive Board member shall be appointed
- H. May create temporary committees where appropriate with the Executive Board approval of both committee and Chair Head.
- I. All website information, communication and access will be at the discretion of the President(s). Provide committee chairs with volunteer list from the website by the September general meeting.
- J. It is the President(s) responsibility to call for all voting and motions presented pertaining to PFA business.
- K. The President(s) shall only have one vote and only as a tie breaker to gain majority. If majority is not reached the vote will be tabled until the next PFA meeting.
- L. After the completion of the nomination process the President (s) may call for an end of year meeting to plan the following year with existing and incoming Executive Board and Chair Heads

- M. Upon completion of the President(s) term, the President(s) become Past-President(s) and serve as an advisory role.

Section 2. Vice Presidents

There shall be at minimum two (2) Vice Presidents elected as First Vice President – Scholarship and Gifting, and Second Vice President – Ways and Means. The general duties and powers of a Vice President(s) shall be as follows:

- A. Assist the President in discharge of duties and performance of executive tasks as assigned individually or collectively by the President.
- B. Attend Executive Board and PFA meetings.
- C. The First Vice President shall exercise all power, authority and duties of the President during the absence or disability of the President. The First Vice President shall be Co-Chairperson of the Scholarship Committee and shall choose a member of the PFA Executive Board, not already serving on another committee as a Co-chairperson of the Scholarship Committee. These Co-Chairpersons of the Scholarship Committee may submit an annual written report to the Recording Secretary at the end of the school year.
- D. As the PFA sponsors numerous scholarship awards to qualifying PHHS seniors, the scholarship criteria requires the Scholarship Committee Chairperson to verify with the PFA Membership Committee Chair that all scholarship candidates have been PFA Family Members in good standing for all the years the candidate has been a Hills student, and families may not retroactively pay prior year's dues to become eligible. The PFA membership criteria will take effect for the Class of 2020 Senior Awards Night. The PFA Membership criterion is not extended to PFA Financial Need Grants.
- E. The First Vice President will Chair the Gifting Committee. The Gifting Committee will distribute the Gift Request Application to all PHHS Faculty and Administration in March. The Committee, comprised of Executive Board Members, will review all applications and determine awards based on a rubric analysis. Gifting requests will be approved and announced no later than the June general meeting.
- F. The Second Vice President shall be Chairperson of the Ways and Means Committee, which encompasses all of the fundraising events the PFA sponsors. The Second Vice President, as Ways and Means Chairperson, may, upon the approval of the Executive Board, choose another member of the board or Association to serve as chairperson of an individual event. Any contracted agreements entered into must have prior Executive Board approval. The Second Vice President and/or the committee chairperson will submit a report to the Board upon completion any each event.
- G. Responsible for voting as Executive Board Member(s) of the PFA.

Section 3. Recording Secretary.

The Recording Secretary shall perform the following functions:

- A. Maintain and distribute the official By-laws to Executive Board, Committee chairs, and general membership.
- B. Attend all Executive Board and PFA meetings.
- C. Keep accurate record of PFA meetings, and forward minutes to Executive Board for approval within seven days.
- D. Assure the issuance of all notices for meetings.

- E. Keep a record of attendance at all PFA meetings and call roll when it is necessary.
- F. Oversee the PFA calendar on the PFA website.
- G. Keep an accurate record of voted on slate/PFA administrators.
- H. Shall be responsible to ensure all committees submit a year-end report which includes existing chairs and future chairs. If there are no future chairs the file goes to the Secretary until a chair is nominated.
- I. Responsible for voting as Executive Board Member of the PFA.

Section 4. Treasurer.

The duties and powers of the Treasurer shall be as follows:

- A. Assure that there is an accurate accounting of the receipts and expenditures of the PFA.
- B. Maintain records open for inspection by the Executive Board and general members.
- C. Shall receive all monies of the PFA.
- D. Shall pay out funds only in such manner as authorized by the PFA.
- E. All checks shall be signed by the Treasurer. Authorization of the President(s) is required on all checks in excess of \$5000.
- F. Shall report on the current financial record at each meeting, including a year to date.
- G. Turn these records over by August 1st each year to the independent auditor appointed by the Executive Board.
- H. The Treasurer, with the assistance of the Executive Board, shall see that all funds, with the exception of the funds necessary for an operating budget and those designated for special funds, be dispersed or allocated by the last general meeting where feasible.
- I. Confer with the outgoing Treasurer and the incoming and outgoing President(s) to create the operation budget. All Executive Board members will receive a copy of the proposed budget prior to the September general meeting.
- J. The Treasurer is responsible for accounting tools, including accounting, recordkeeping and credit card payment tools and the PFA debit card.
- K. Assure auditable, accurate accounting of all receipts and expenditures of the PFA including timely filing of annual tax returns.
- L. Attend Executive Board and PFA meetings.
- M. Responsible for voting as Executive Board Member of the PFA.

ARTICLE VIII. THE PFA ADMINISTRATION

Section 1. The PFA consists of the officers of the Executive Board, the chairperson(s) of standing and special committees, the Principal, staff representative(s), an SGA Representative, and Past President.

Section 2. The Executive Board and committee chairs shall be appointed by the Nominating Committee. Best efforts should be made to ensure the total number of members on the Executive Board consist of no more than 65% of members from either Montvale or Woodcliff Lake. The committee chairs shall make best

efforts to abide by the aforementioned percentage. Members can be appointed to the Executive Board and PFA Administration if their child attends Pascack Hills High School (see Article IV Section 5).

Section 3. An invitation shall be extended each year to the Board of Education and the Pascack Hills Teachers Association to send a liaison to the monthly General Meetings of the PFA.

Section 4. The duties of PFA committee chairs shall be to:

- A. Attend General Meetings and only have the right to vote when present
- B. Present reports at PFA Meetings
- C. Plan within their given operational budget determined by the Executive Board.
- D. Must submit a request to the Executive Board for any items not included in the budget, or items which exceed \$500.00 for any one activity or event.
- E. Submit committee budget to the President(s).
- F. Periodic update as seen necessary by Chair to appropriate Executive Board member.
- G. Monitor website pertaining to committee activities, including financial and volunteer reports.
- H. Encourage to promote and assist nomination committee in filling future Chair and Co-Chair vacancy.

Section 5. The duties of the paid general membership of the PFA shall be:

- A. Encouraged to attend general PFA meetings and only have the right to vote when present.
- B. By the last annual PFA meeting of the school year, nominations for open positions may be taken from the floor by general membership in attendance.

Section 6. Meetings of the PFA shall be held at least five times during the school year. Such meetings shall be open to the general membership and shall be considered General Meetings.

Section 7. Officers and chairpersons shall refer to the PFA by laws to execute their duties.

ARTICLE IX. STANDING COMMITTEES

Standing Committees shall be created and disbanded by the Executive Board as may be required to promote objectives of the PFA. Their term of office shall be for a minimum of one year and a maximum of two years. The chairpersons of the Standing Committees shall present plans of action to the Executive Board and no projects shall be undertaken without the approval of the Executive Board. The Standing Committees shall be the following:

Section 1. Budget
This committee shall consist of the incoming and outgoing Treasurers and the incoming and outgoing Presidents. The PFA Board members shall receive a copy of the budget prior to the September General Meeting.

Section 2. By-laws

This committee shall consist of a chairman and two members appointed by the President. They shall meet at least every other year.

Section 3. Hospitality

The hospitality chairman and a committee shall be responsible for refreshments and nominal gifts when deemed necessary by the PFA Executive Board.

Section 4. Membership

The membership chairman and a committee shall encourage membership in the PFA, and collect dues for the Association. The membership drive shall run from July 1 to June 30. Dues will be accepted throughout the year.

Section 5. Nominations

See Article V, Section 3

Section 6. Marketing, Communications & Publicity

The duties and responsibilities shall be as follows:

- A. Assure that there are consistent marketing messages and communications supporting the PFA and its programs.
- B. Establish and oversee the Marketing, Communications & Publicity Committee which should consist of Graphic Design, Publicity & Social Media and Website representatives. Additionally the Committee will be responsible for managing and updating all marketing tools to support their effort.
- C. Shall distribute all marketing communications in such manner as authorized by the PFA Board.
- D. Shall provide insight and recommendations on publicity, social media and marketing activities to enhance and promote PFA events and programs.
- E. With the assistance of the Executive Board, shall see that the PFA website and social media messages support the PFA mission by providing relevant and current content directed towards the PFA members, faculty, students, and PHHS community.
- F. Promote and publicize all PFA fundraising events, including the Fashion Show and other fundraisers.
- G. With approval of the President(s), help promote events and fundraisers for school-based organizations

Section 7. Safe Graduation Committee

The chairman and committee are responsible for planning the Safe Graduation Party, which is held immediately following graduation. Responsible for sending out invitations, scheduling chaperones, all bookings, coordinating food, and any favors that are distributed. Significant changes to the program budget must be approved by the Executive Board. Details regarding the Safe-Grad event cannot be disclosed to anyone outside the committee unless necessary to obtain payment or school approval.

Section 8. Scholarship Committee

See Article VII, section 2

Section 9. Ways and Means

See Article VI, section 2

Also manages all fundraisers including Fashion Show, Driving School Fundraiser and other programs that are implemented throughout the year.

Section 10. Educational/Curriculum

Works with the district at the request of the Principal. Chairperson may enlighten the community as to issues of educational concern or interest. Members appointed at the discretion of the PHHS Administration.

Section 11. Senior Seminar

Committee is responsible for coordinating Senior Seminar activities with the PHHS administration, including procuring speakers, alumni panel representatives and other panelists as approved by the school.

Section 12. Career Day

Bi-annual event. Every effort is made to keep this position filled so chairs can shadow one event, and plan the next two years later. Committee is responsible for coordinating with the school and securing speakers across varied industries and job levels, and working with the school to match up speakers with student interests.

Section 13. Class Liaisons:

One parent volunteer from the town of Woodcliff Lake and one from Montvale for each grade will act as intermediaries between grade level Faculty Advisors and the PFA members. Duties include communicating grade level information, activities and fundraisers to the PFA members. Liaisons will be designated in Freshman year and move up a grade each year, remaining as liaisons until graduation. Duties are provided to each class liaison at the beginning of the school year. At least one representative from each grade should attend PFA General Meetings.

Section 14. Woodcliff Lake PFA and Montvale PTO Liaisons

One person from each town will represent their respective district organizations to communicate and share programs with the PHHS PFA, and vice versa.

ARTICLE X. SPECIAL COMMITTEES

Special Committees may be appointed by the President(s) or may be created by the general membership with the approval of the Executive Board. The President(s) shall make no further appointments to such committee. The chairman of the special committee shall present plans of work and recommendations of necessary monetary advances to the PFA Executive Board and no work shall be undertaken or money spent over the amount of \$500.00 without the approval of the PFA Executive Board.

ARTICLE XI. MEETINGS

Section 1. There shall be a minimum of Five General meetings a year.

- Section 2. The Executive Board may call special meetings of the PFA including special meetings of the Executive Board.
- Section 3. Any member of the PFA, having an urgent reason for a special meeting, may communicate with the President (s) who shall forward this request to the Executive Board.
- Section 4. The meetings of the PFA shall be open to the general public, but the privilege of holding office, introducing motions, debating and voting shall be limited to those members of the Association whose dues are paid.
- Section 5. In the event that any member of the PFA Administration is unable to attend a meeting they may submit a written update to any member for presentation at the PFA meeting.

ARTICLE XII. AMENDMENTS TO THE BY-LAWS

- Section 1. Amendments may be requested at any time between by-law revision intervals. Any amendments to these by-laws are to be first approved by the by-law committee appointed by the current President(s) and then approved by a majority of the Executive Board.
- Section 2. THE CONSITUTION OF THE PFA (known as the by-laws) shall be reviewed and/or revised within a period of not longer than two (2) years.

Document Review and Revision History:

Revised 1/2015

Anita Bagdat, Lisa Johnson, Doreen Marchetti, Stephanie Reiner, Tracey Tortora, Ardis Waldron

Revised 1/2017

Gina Alberta, Abby Rock, Jill Sailer, Gayle Samitt, Ardis Waldron, Gina Waluk

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Joanne Aschenbrand, Joy Belgiovine, Jodi Cohen, Joan Gifas, Amy Varano

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Michelle Scholz, Lee Ann Schwartz, Terry Winograd