

**BY-LAWS OF THE  
PARENT FACULTY ASSOCIATION OF PASCACK HILLS  
HIGH SCHOOL  
Revised January 2017**

**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, 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 its students.

Section 2. To create and promote educational, well-being 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.

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.

**ARTICLE IV. MEMBERSHIP AND DUES**

Section 1. Any person interested in the objectives of the PFA and 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. The PFA general membership remains open throughout the 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.

- 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 maybe 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 he/she is 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 May 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), 1<sup>st</sup> 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.
- 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 membership.
- 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.
- M. 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
- N. 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, and Second Vice President. The general duties and powers of a Vice President 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 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 up to 12 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. 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 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 forward 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 and 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. Dual signatures are 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 1<sup>st</sup> 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 like the “square” and the 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 of standing, and special committees, the Principal, a staff representative, SGA Representative, and Past President.
- Section 2. The Executive Board and committee chairs shall be appointed by the Nominating Committee. The total number of members on the Executive Board should consist of no more than 65% of members from either Montvale or Woodcliff Lake. The committee chairs shall abide by the afore mentioned 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
  - B. Vote on nominations
  - C. Approve and vote on by-laws
  - D. Present reports at PFA Meetings
  - E. Approve operational budget presented by the Executive Board.
  - F. Must submit to the Executive Board items not included in the budget, which exceed \$500.00 for any one activity or event.
  - G. Submit committee budget to the President (s).
  - H. Periodic update as seen necessary by Chair to appropriate Executive Board member.
  - I. Monitor website pertaining to committee activities, including financial and volunteer reports.
  - J. 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. Vote on by-laws.
  - C. Vote on nominations
  - D. Approve operational budget presented by the Executive Board.
  - E. Vote on any change of PFA organizational structure.
  - F. By the May PFA meeting, nominations 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 proposed 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 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 June 1 to July 15. 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. Shall establish and oversee the Marketing Communications & Publicity Committee which should consist of Publicity, Website, Social Media and Thursday Folder management. 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.

- 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.
- 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, Catalyst and TD Affinity programs.
- Section 10. Educational Issues: Chairperson may enlighten the community as to issues of educational concern or interest. The liaisons to the Curriculum and Technology committees (whom were appointed at the discretion of the PHHS administration) report to Chair of Ed Issues.
- Section 11. Spirit Committee: Chairperson may be responsible for overseeing the PFA's involvement in fostering school spirit.
- Section 12. Career Day is a bi-annual committee. Nominations will be taken the year prior to the event.

#### 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. An attempt will be made to incorporate a minimum of one (1) evening meeting into the General meeting schedule.
- 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

Amendments may be requested at any time between by-law revision interval. 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. If approved by the majority of the Executive Board, then it goes for a vote before the general membership.

THE CONSTITUTION OF THE PFA (known as the by-laws) shall be reviewed and/or revised within a period of not longer than two (2) years.

#### 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