## **BYLAWS**

OF

# SIGNAL HILL PARENT FACULTY ASSOCIATION, INC.

### A NEW JERSEY NON-PROFIT CORPORATION

Adopted\_November [13]—, 2000

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BYLAWS Signal Hill 10/14/11: 9:21AM

**BYLAWS** 

**OF** 

SIGNAL HILL PARENT FACULTY ASSOCIATION, INC.

ARTICLE I - NAME; OFFICES

The principal office of the Corporation shall be located at Signal Hill School, 33 Signal

Hill Drive, Voorhees, New Jersey 08043. The Corporation may also have such offices at such

other places within or without the State of New Jersey as the Board of Trustees may, from time

to time, determine.

ARTICLE II - CHARACTER AND PURPOSES

The Corporation is a nonprofit corporation organized and operated not for pecuniary

profit. The purposes for which the Corporation is to be formed are exclusively to receive,

distribute and administer funds for educational or charitable purposes within the meaning of

Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), including, but

not limited to, promoting the relationship between home and school for the educational benefit of

the students of Signal Hill School, an elementary school that is part of the Voorhees Public

Schools, providing a forum for the exchange of information and a platform for cultural, social

and educational events with the faculty, students, administrators and parents/guardians to

encourage an enriched environment for the students. The Corporation shall act in a non-partisan,

non-sectarian and non-commercial manner.

Solely for the above purposes, the Corporation may hold any property, or any undivided

interest therein, without limitation as to amount or value; may dispose of any such property and

may invest, reinvest, or deal with the principal or the income in such manner as will best

promote the purposes of the Corporation without limitation except such limitations, if any, as may be contained in the instrument under which such property is received, the Certificate of Corporation, the Bylaws of the Corporation, or any applicable laws; and may do any other act or thing connected with the foregoing purposes or in advancement thereof, but not for the pecuniary

profit or financial gain of its Trustees or Officers.

**ARTICLE III - BOARD OF TRUSTEES** 

Section 1. Number; Term of Office. The business and property of the Corporation

shall be managed and controlled by a Board of Trustees, which may also be referred to as the

Executive Board. The Board of Trustees shall consist of the duly elected Officers of the

Corporation and shall number not less than three (3) and not more than Twelve (12) persons. In

addition to the foregoing, the Principal of Signal Hill School shall serve as an ex-officio, non-

voting Trustee of the Corporation. The Trustees named in the Certificate of Incorporation shall

hold office until their successors are elected and qualified. The number of Trustees may be

increased or decreased by amendment to these Bylaws in the manner set forth in Article XV but

shall not be less than three (3) persons. The term of a Trustee shall be coterminous with his/her

term as an Officer.

Section 2. Regular Meetings. The Board of Trustees may hold regular meetings on a

date and time to be fixed by the Board.

Section 3. Special Meetings. Special meetings of the Board of Trustees may be

called by the President or any Trustee.

Section 4. Notice of Meeting. Notice of all Board of Trustees' meetings, except as

herein otherwise provided, shall be given by mailing the same at least five (5) days or by faxing

or E-mailing the same at least two (2) days before the meeting to the usual business or resident

address of the Trustee, but such notice may be waived by any Trustee. Regular meetings of the

Board of Trustees may be held without notice at such time and place as shall be determined by the Board of Trustees. Any business may be transacted at any regular Trustees' meeting.

Section 5. <u>Waiver of Notice</u>. Notice of any meeting need not be given to any Trustee who signs a waiver of notice before or after the meeting. Attendance at any meeting is a deemed waiver of notice.

Section 6. Quorum. A majority of the Board of Trustees entitled to vote shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.

Section 7. <u>Chairperson</u>. At all meetings of the Board of Trustees, the President, or in his or her absence, a chairperson chosen by the Trustees present, shall preside.

Section 8. <u>Manner of Acting</u>. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees. All Trustees, other than those that are designated herein as nonvoting Trustees, shall be entitled to vote.

Section 9. <u>Action Without a Meeting</u>. Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board of Trustees may be taken without a meeting if, prior to or subsequent to such action, all of the Trustees consent thereto in writing. Such written consent may be executed in counterparts, and shall be filed with the minutes of the Corporation.

Section 10. <u>Meeting by Telephone or Video Conference</u>. The Board of Trustees or a committee of the Board of Trustees may conduct meetings by means of a telephone or video conference call or any other means of communication by which all persons participating in the meeting are able to hear and speak to each other.

Section 11. <u>Compensation</u>. Trustees shall serve without compensation.

Section 12. <u>Powers</u>. All the corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of New Jersey, shall be vested in the Board of

Trustees. The Board of Trustees may, by general resolution, delegate to committees of their own number or to Officers of the Corporation such powers as they may see fit. The powers of the Board of Trustees shall include, but not be limited to, the following:

- A. To transact necessary business in the intervals between Corporation meetings and such other business as may be referred to it by the Corporation;
  - B. To approve the plans of work of the standing committees;
- C. To create standing committees, and to change and/or reassign duties and/or responsibilities of the standing committees as necessary;
- D. To create special committees as deemed necessary to carry on the work of the Corporation. Since a special committee is created for a specific purpose, it automatically goes out of existence when its work is done and its final report is received;
- E. To meet in emergency situations to direct inter-corporation difficulties and report to the Executive Committee with conclusions;
  - F. To present a report at the regular meetings of the Corporation;
- G. To approve the appointment of an auditing committee at least two weeks prior to the final meeting of the fiscal year to audit the Treasurer's accounts;
- H. To accept and submit to the Corporation for adoption a budget for the fiscal year; and
  - I. To approve routine bills within the limits of the budget.

#### ARTICLE IV - OFFICERS

Section 1. <u>Number</u>. The Officers of the Corporation shall be the President or two Co Presidents, the First Vice President, the Second Vice President, the Third Vice President; the Treasurer; the Secretary; and such other officers or agents as the Board of Trustees shall deem necessary or desirable, provided however, that until the first annual meeting of the Board of

Trustees, the Officers may be the President or two Co-Presidents, the Secretary and the

Treasurer. Any two offices, except those of President and Secretary, may be held by the same

person. However, no Officer may execute, acknowledge, or verify any instrument in more than

one capacity if the instrument is required by law or by the Bylaws to be executed, acknowledged,

or verified by two or more Officers.

Section 2. <u>Election</u>. If not designated in the Certificate of Incorporation, the initial

Officers of the Corporation shall be appointed by the Board of Trustees and shall serve until the

first annual meeting of the Members. Except for Officers who are appointed herein, the Officers

shall be elected annually by the Members from among their number, at the annual meeting of the

Members pursuant to the provisions of Article V.

Section 3. <u>Term of Office</u>. An Officer's term of office begin with the close of the

election meeting or such later time as may be specified by the Board of Trustees, but not later

than the last day of the school year and shall continue until his/her successor is elected. No

person shall serve more than two terms in the same office, not including the advisory position.

No Officer shall serve more than three (3) consecutive years as an Officer, unless there are no

new nominations. After one year of not serving as an Officer in any capacity (excluding

advisory), one may again be considered as a candidate for Officer. An Officer having served

more than one-half of a term shall be credited with having served a complete term.

Section 4. <u>President</u>. Any reference to "President" in these Bylaws shall mean either

the President or the Co-Presidents, as the case may be. The President shall be chief executive

officer of the Corporation and, subject to the control of the Board of Trustees, shall, in general,

supervise and control all of the business and affairs of the Corporation. The President shall

preside at all meetings of the Board of Trustees and the Members of the Corporation. The

President shall have the responsibility for the final editing and compliance with school policy of

all articles, newsletters, publications and posters of the Corporation. The President shall be a

member ex-officio of all committees except the Nominating Committee. Unless otherwise

directed by the Board of Trustees, all other Officers shall be subject to the authority and

supervision of the President. The President may enter into and execute in the name of the

Corporation contracts or other instruments which are authorized, either generally or specifically,

by the Board of Trustees. The President shall have the general powers and duties of

management usually vested in the office of president of a corporation and shall preside at

meetings of the Board of Trustees. The President may delegate responsibilities to other Officers

or confer with any Officer before acting if requested by the Board of Trustees.

First Vice-President. The First Vice-President shall serve as liaison for all Section 5.

standing committees assigned to him/her. In the absence of the President or in the event of his or

her death or inability or refusal to act, the First Vice President shall perform the duties and be

vested with the authority of the President.

Section 6. Second Vice-President. The Second Vice-President shall perform such

duties and have such authority as may be delegated to him or her, from time to time, by the

President or by the Board of Trustees. The Second Vice-President shall be responsible for ways

and means and shall oversee fund-raising activities.

Section 7. Third Vice-President. The Third Vice-President shall perform such duties

and have such authority as may be delegated to him or her, from time to time, by the President or

by the Board of Trustees.

Section 8. Treasurer. The Treasurer shall have charge and custody of, and be

responsible for, all funds and securities of the Corporation, shall keep or cause to be kept regular

books of account for the Corporation, shall present an annual budget to the Board of Trustees.

and shall be responsible for preparing (or providing information to an accountant to prepare) for

timely filing of State and Federal tax reporting requirements, shall file the Corporation's annual

report with the State of New Jersey, shall certify the accuracy of the Corporation's receipts,

disbursements and assets on an annual basis and shall perform such other duties and possess such

other powers as are incident to the office of Treasurer or as shall be assigned to him or her by the

President or by the Board of Trustees.

Section 9. Secretary. The Secretary shall cause notices of all meetings to be served

as prescribed in these Bylaws or by statute, shall keep or cause to be kept the minutes of all

meetings of the Board of Trustees, the Members of the Corporation, and all such other meetings

as the Board of Trustees shall determine and maintain records of Members and volunteers, unless

delegated to a committee chairperson. The Secretary shall have charge of the corporate records

and seal of the Corporation. The Secretary shall be responsible for all official correspondence of

the Corporation and shall perform such other duties and possess such other powers as are

assigned by the President or by the Board of Trustees. The Secretary shall be also be responsible

for photographs of school events and activities; assisting with content of the school newsletter

and District communications; and such other duties as may be requested by the President.

Section 10. Faculty Liaison(s). The Corporation shall request the Principal to appoint

from among the faculty members of the school one or more Faculty Liaisons who shall serve as

[non]-voting Trustees. The Faculty Liaisons shall: (i) collect such information as may be needed

from the faculty; (ii) make announcement of activities of the Corporation at staff meetings and

provide a communication link between faculty and the Corporation; and (ii) perform such other

duties as may be requested by the President or by the Board of Trustees and approved by the

Principal.

Section 11. Advisor. The Advisor shall be the immediate past president of the

Corporation (or immediate past first (or second) vice president if the immediate past president

(or first vice president) cannot serve). He/she shall serve as a non-voting Trustee and solely in

an advisory capacity.

Section 12. <u>Salaries</u>. The Officers shall receive no compensation for their services as

an Officer of the Corporation, but may be reimbursed for reasonable expenses incurred in

conducting its affairs and carrying out its purposes with approval of the Board of Trustees upon

presentation of appropriate evidence of expenses.

Section 13. Resignation or Removal. Any Officer by notice in writing to the Board of

Trustees may resign at any time. Any Officer may be removed from office by the affirmative

vote of a majority of the Board of Trustees (excluding such Trustee) at any regular or special

meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct

detrimental to the interests of the Corporation, for lack of sympathy with its objectives, or for

refusal to render reasonable assistance in carrying out its purposes. Any Officer proposed to be

removed shall be entitled to at least five (5) days' notice in writing by mail of the meeting of the

Board of Trustees at which such removal is to be voted upon and shall be entitled to appear

before and be heard by the Board of Trustees at such meeting.

<u>Vacancies</u>. Any vacancy occurring among the Officers, however caused,

may be filled by the Board of Trustees for the unexpired portion of the term.

ARTICLE V - ELECTION OF OFFICERS

Section 1. The Officers of this Corporation shall be elected annually during the

spring of each year on a date announced by the Board of Trustees. The election must be held no

earlier than April 1 and no later than June 15 of each year.

Section 2. Eligibility for Office. Only those individuals who have been Members in

good standing for 30 days shall be eligible for nomination, either by the Nominating Committee

or from the floor by any Member in good standing.

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Section 14.

Section 3. <u>Nominations</u>. The Corporation shall conduct the election for Officers, pursuant to the following provisions:

A. Current Officers shall announce their intention to seek office at least one (1) month before the annual election.

#### B. Methods of nominations are:

1. By the Nominating Committee announced not less than one (1) month before the election; or

2. From the floor, by mail or by telephone not less than one (1) month before the election.

C. Written consent from the nominee shall be obtained prior to the election.

D. The Board of Trustees shall notify the Members of the identity of all candidates not less than one (1) month before the election.

Section 4. <u>Election</u>. The election of Officers shall be determined by a plurality of the voting Members. Members must vote in person at a time and place designated by the Board of Trustees. No proxies shall be allowed. The election shall take place on the date of the designated meeting, but need not be limited to the specific time of such meeting. Polling hours shall be announced for the election meeting, including both opening and closing times, at least thirty (30) days in advance thereof. If there is only one nominee for each office, the election may be by voice vote. If there is (are) more than one nominee(s) for any office(s), voting for that (those) office(s) shall be by written ballot.

#### **ARTICLE VI - MEMBERSHIP**

Section 1. <u>Eligibility</u>. Membership in the Corporation shall be open to 1) any parent or guardian of a currently enrolled Signal Hill School student, 2) any Signal Hill School staff member, and 3) any resident of Voorhees Township who is age eighteen (18) years or older; who

lives within the Signal Hill School geographic sending area and who agrees to abide by the

objectives, policies and Bylaws of the Corporation. Any such person shall become a Member in

good standing upon payment of such membership dues as may be determined herein. Any

Member in good standing shall be eligible to be nominated for election as an Officer and Trustee

and/or to serve on any committee as the Board of Trustees shall establish.

Section 2. <u>Dues.</u> Membership dues shall be determined by the Board of Trustees.

Membership dues shall be due and payable in a manner and at a time as the Board of Trustees

shall determine. The Board of Trustees may establish different amounts of dues for different

classifications of Members (i.e., faculty members and school staff).

Section 3. Regular Meetings. Meetings of the Members of the Corporation shall be

held at least three (3) times during the school year at a date and time to be determined by the

Board of Trustees.

Section 4. <u>Annual Meeting</u>. Members of the Corporation shall hold a regular annual

meeting during the spring of each school year at such time as determined by the Board of

Trustees, for the purpose of electing Officers and Trustees and for the transaction of such other

business as may properly come before the meeting.

Section 5. Special Meetings. Special meetings of the Members may be called by the

President or the Board of Trustees.

Section 6. <u>Notice of Meeting</u>. Notice of all meetings of the Members of the

Corporation, except as herein otherwise provided, shall be given not less than ten (10) days

before the date of the meeting, either in person, by mail or fax, or by E-mail to each Member in

good standing, or through a notice in the school calendar, school web site, or the Voorhees

Public Schools Information Guide, and shall state the purpose or purposes of such meeting.

Notice in person or mail may also be given by a written notice sent to the Member via the

Member's child in the Signal Hill School. In the case of any meeting that is not prescheduled more than sixty (60) days in advance, notice shall be given not more than ten (10) days before the date of the meeting. The date for determining Members in good standing with regard to any

meeting of the Members shall be one week prior to the meeting.

Section 7. <u>Waiver of Notice</u>. Notice of any meeting need not be given to any

Member who signs a waiver of notice before or after the meeting.

Section 8. Quorum. Members present and in good standing shall constitute a

quorum for the transaction of business at any meeting of the Members.

Section 9. Voting. Any Member in good standing shall be eligible to vote at the

annual, regular and special meetings of Members. Members of the same household may cast one

vote. The act of a majority of the Members present at a meeting at which a quorum is present

shall be the act of the Members.

**ARTICLE VII - COMMITTEES** 

Section 1. <u>Standing Committees</u>; Other Committees. The Board of Trustees, by

resolution adopted by a majority of the entire Board of Trustees, shall appoint, as needed from

among the Board of Trustees and Members, the standing committees hereinafter provided and

one or more other committees of one or more persons, at least one of which shall be a Trustee.

Volunteers for committee membership shall be solicited from the membership prior to the end of

each school year and after the beginning of each school year. The President shall be an ex-officio

member of all committees. To the extent provided for in the resolution or in these Bylaws, each

committee shall have and may exercise all the authority of the Board, except that no committee

shall:

1. Make, alter or repeal any bylaw of the Corporation;

2. Elect or appoint any Trustee or Officer, or remove any Officer or Trustee;

3. Submit to Members any action which requires Members' approval; and

4. Amend or repeal any resolution previously adopted by the Board of

Trustees;

Section 2. Committee Chairperson. Committee chairpersons shall be appointed by

the Board of Trustees. Only Members shall be eligible to serve as committee chairpersons or

members. If there is no volunteer, the Board of Trustees may appoint a committee chairperson,

who may be a member of the Board of Trustees. The Chairpersons of all committee shall present

plans of work to the Board of Trustees, and no committee work shall be undertaken without the

approval of the Board of Trustees.

Section 3. The standing committees may be the Finance Committee, the Nominating

Committee, the Bylaws Committee and the Executive Committee.

Section 4. Finance Committee. The Board of Trustees shall appoint a Finance

Committee of three (3) persons, one of which shall be the Treasurer one of which shall be

another Officer, and one of which shall be from the general membership of the Corporation, for

the purpose of preparing an annual budget, ensuring the proper filing of all Federal and State tax

filings, reviewing the Corporation's annual receipts and disbursements for the purpose of

certifying their accuracy as required by law, and advising the Board of Trustees in the event a

certified audit is required by the New Jersey Charitable Registrations Section. The Finance

Committee may also serve as the audit committee. The Chairperson of the Finance Committee

shall be the Treasurer unless otherwise approved by the Board of Trustees. The annual budget

of the Corporation shall first be approved by the Board of Trustees and shall become effective

upon approval at a meeting of the Members of the Corporation by two-thirds of the Members in

good standing then present and voting.

Section 5. Nominating Committee. The Board of Trustees shall appoint not later

than March 31 of each year, a nominating committee of at least three (3) persons, one of which

shall be an Officer and two of which shall be from the general membership, for the purpose of

recommending to the Members the names of persons to be submitted for election as Trustees and

The Officer member of the Nominating Committee shall serve as chairperson of the

Nominating Committee. The Nominating Committee shall be composed of Members not seeking

nomination to office. No more than one current Officer may service on this committee. The

names of the Members on the Nominating Committee shall be announced to the general

membership by March 31 of each year.

Section 6. Bylaws Committee. The Bylaws Committee shall review Bylaws

following the end of each school year, and make recommendations for amendments and/or

revisions. The committee shall present any amendments and/or revisions presented to them by

Members within two meetings.

Section 7. Executive Committee. The Executive Committee shall consist of the

Officers and a chairperson of each of the standing committees. The Executive Committee shall

meet monthly or such other times as to determined by the Board of Trustees. Dates of meetings

shall be determine by the executive committee and announced at the first regular meeting of the

year. Five days notice shall be given of a change of date.

Section 8. Advisory Committees. The Board of Trustees may appoint from among

the Trustees, or from among such Members as the Board may see fit, one or more advisory

committees and, at any time, may appoint additional Members. The members of any such

committee shall serve at the pleasure of the Board of Trustees. Any such advisory committee

shall advise and aid the Officers of the Corporation on all matters designated by the Board of

Trustees.

Section 9. Quorum. A majority of each committee shall constitute a quorum for the

transaction of business. Except as otherwise provided for in these Bylaws, each committee shall

appoint from among its members a chairperson.

Section 10. Records. Actions taken at a meeting of any committee established

pursuant to these Bylaws shall be kept in a record of proceedings which shall be reported to the

Board of Trustees at its next meeting following such committee meeting, except that, when the

meeting of the Board of Trustees is held within two (2) days after the committee meeting, such

report may be made to the Board of Trustees at its second meeting following such committee

meeting.

Section 11. Removal. Any committee member may be removed for any reason by the

Board of Trustees or a majority vote of the remaining committee members provided there is a

quorum of not less than a majority present at the meeting of the committee at which such action

is taken.

Section 12. The motion to dissolve a committee requires a majority of the vote of the

Board of Trustees.

ARTICLE VIII - AGENTS AND REPRESENTATIVES

The Board of Trustees may appoint agents and representatives of the Corporation with

such powers to perform acts or duties on behalf of the Corporation as the Board of Trustees may

see fit, so far as may be consistent with these Bylaws and to the extent authorized by law.

**ARTICLE IX - CONTRACTS** 

The Board of Trustees, except as otherwise provided in these Bylaws, may authorize, in

writing, any Officer or agent to enter into any contract or execute and deliver any instrument in

the name of, and on behalf of the Corporation, and such authority may be general or confined to

a specific instance; and unless so authorized by the Board of Trustees, no Officer, agent, or

employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or for any amount.

ARTICLE X - PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

Section 1. General Prohibition. No Trustee, Officer, or employee, committee

member, or person connected with the Corporation, or any other private individual, shall receive

at any time any of the net earnings or pecuniary profit from the operations of the Corporation,

provided that this shall not prevent the payment to any such person of such reasonable

compensation for services rendered to, or for, the Corporation in effecting any of its purposes as

shall be fixed by the Board of Trustees; and no such person or persons shall be entitled to share

in the distribution of any of the corporate assets upon the dissolution of the Corporation. Upon

the dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary,

the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of.

the Board of Trustees shall be distributed in such amounts as the Board of Trustees may

determine or as may be determined by a court of competent jurisdiction upon application of the

Board of Trustees exclusively to charitable, religious or educational organizations which would

then qualify under the provisions of Section 501 (c)(3) of the Code.

Section 2. Contracts and Services. The Trustees and Officers of the Corporation may

be interested directly or indirectly in any contract relating to the operations conducted by the

Corporation, and may freely make contracts, enter transactions, or otherwise act for and on

behalf of the Corporation, notwithstanding that they may also be acting as individuals, or as

Trustees of trusts, or as agents for other persons or corporations, or may be interested in the same

matters as Trustees, Officers, or otherwise; provided, that any contract, transaction, or act on

behalf of the Corporation in a matter in which the Trustees or Officers are personally interested

shall be at arm's length and not violative of the proscriptions in the Certificate of Incorporation

against the Corporation's use or application of its funds for private benefit; and provided, further,

that no contract, transaction, or act shall be taken on behalf of the Corporation which would

result in the denial of the tax exemption under Section 503 or Section 507 of the Code.

ARTICLE XI - EXECUTION OF DOCUMENTS

Section 1. Commercial Paper. All checks, notes, drafts, and other commercial paper

of the Corporation shall be signed by the President of the Corporation or by such other person or

persons as the Board of Trustees or the President of the Corporation may, from time to time,

designate.

Section 2. Other Instruments. All deeds, mortgages and other instruments shall be

executed by the President of the Corporation or by any Vice President, the Secretary, or such

other person or persons as the Board of Trustees may, from time to time, designate.

ARTICLE XII – SHPFA REPRESENTATIVES

Section 1. The Corporation shall request that each teacher designate one or more

parents of a student in his or her classroom to serve as a SHPFA Representative for the school

year. The Board of Trustees shall designate a Head SHPFA Representative from among all such

Representatives.

Section 2. The duties of a SHPFA Representative shall include:

A. The SHPFA Representative serves as the link between corporation and the

classroom. As such, the SHPFA Representative is expected to attend meetings of the

Corporation and coordinate/support the programs of the Corporation within the class.

B. Each school year, serve on at least one committee, or volunteer to help out

with at least one school event.

C. At least one SHPFA Representative from each class shall attend each

meeting.

D. The role of the Head SHPFA Representative will be to coordinate the

actions of the Representatives and to ensure good communication between the Board of Trustees,

the faculty members and the Representatives.

ARTICLE XIII - FISCAL YEAR

The fiscal year of the Corporation shall begin on July 1 of each year and end on June 30.

**ARTICLE XIV - MISCELLANEOUS** 

Section 1. Finances. Petty cash accounts may be maintained at the discretion of the

Board of Trustees in such amount as they may determine. All receipts and expenses and other

disbursements will be reported in the Treasurer's report. The Treasurer will ensure that there

exists at the end of the school year to start the following school year a checking account balance

of not less than \$250.00 and such maximum amount as may be determined by the Board of

Trustees.

Section 2. <u>Checking Account; Signing of Checks</u>. The Corporation shall maintain

one or more checking accounts at a bank located within Camden County. All checks shall be

signed by the Treasurer and one other Officer.

Section 3. PFA Roundtable. The President and the Vice Presidents shall represent

the Corporation at meetings of the Voorhees Parent Faculty Association Executive

Committee/Roundtable.

Section 4. Parliamentary Procedure. Riddick's Rules of Order shall be used as the

parliamentary authority in all instances not directly addresses in the Bylaws.

Section 5. Operating Procedures. The Board of Trustees may establish operating

procedures which shall serve as additional requirements or limitations to those imposed by these

Bylaws, but which shall not conflict with these Bylaws. Such Operating Procedures may be changed by a majority vote of the Board of Trustees.

#### **ARTICLE XV - AMENDMENTS**

These Bylaws may be altered, amended or repealed and new Bylaws adopted by an affirmative vote of a majority of the Trustees and subsequently by an affirmative vote, at a meeting of the Members of the Corporation, of two-thirds of the Members in good standing then present and voting. Notice of any proposed alteration, amendment or repeal shall be provided to Members not less than ten (10) days before the meeting at which such alteration, amendment or repeal will be considered, in the same manner as notice of a meeting.

### **ARTICLE XVI - TERMS**

All references herein to sections of the Code shall include the Treasury Regulations covering such sections.

## **Operating Procedures**

Unless incurred in connection with a fundraising event, the Corporation shall not expend more than \$500 without the approval of a majority of the Members in attendance at a meeting of Members.