

**THE CONSTITUTION OF THE
BERGENFIELD HIGH SCHOOL PARENTS CLUB, INC**

ARTICLE I NAME

SECTION I The name of this organization is legally registered as the "Bergenfield High School Parents Club". The organization shall be commonly referred to as the "Bergenfield High School Parents Association" or BHS PA as an abbreviation.

SECTION II The organization shall have and maintain a registered address within the Borough of Bergenfield which shall be a resident agent upon whom Process may be served. THE PRESENT ADDRESS IS BERGENFIELD HIGH SCHOOL, 80 SOUTH PROSPECT AVENUNE, BERGENFIELD, NEW JERSEY.

SECTION III The organization may have other offices within the Borough, as the Board of Executives may deem necessary for the administration of its affairs. This would cover the usage of homes for initial contacts and mailing as we all presently do and correspondence sent and received at the same addresses.

ARTICLE II OBJECTIVES

SECTION I To build and maintain an organization of parents that will help promote the general activities of the Bergenfield High School Community.

SECTION II To promote cooperation among the parents, teachers, and administration at Bergenfield High School.

SECTION III To lend all possible support and cooperation, both moral and financial to the Bergenfield High School: without benefit, personally, politically, professionally or financially, to any individual member of the organization.

SECTION IV To keep the public informed of the activities of the organization.

SECTION V To solicit the aid of members in promoting the organization.

SECTION V To develop and maintain funds as required to meet obligations of providing scholarships, as determined by the Executive Board and to provide gifts to benefit the students, teachers and administration of Bergenfield High School.

ARTICLE III POLICY

The Administration and Staff of Bergenfield High School will be exclusively responsible for all administrative policies and activities. It is the declared policy of this organization not to interfere with or seek to control any of said functions or activities.

**BERGENFIELD HIGH SCHOOL PARENTS CLUB
BY-LAWS**

ARTICLE I MEMBERSHIP AND DUES

Section I The parents and guardians of all students legally enrolled in Bergenfield High School shall be entitled to membership. Membership extends to the entire family, but in matters of voting, accords just one vote per family.

Section II Dues shall be determined annually by the Executive Board.

Section III Only members in good standing are entitled to vote on an issue.

ARTICLE II Term

The term of membership and office and the fiscal accounting period for the organization shall begin July 1 and end June 30.

ARTICLE III MEETINGS

General meetings of the Organization shall be held at least eight times during the year.

ARTICLE IV QUORUM

Section I For any general meeting of this organization, a quorum shall consist of at least six members in good standing.

Section II For any Executive Board Committee meeting, a quorum shall consist of a majority of its members.

ARTICLE V OFFICERS

Section I The officers of the organization shall be: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The term of office shall be for one year, with the exception of the Secretaries and Treasurer, who shall hold office for two years.

Section II The Principal of Bergenfield High School or his/her designated representative, shall be a liaison to the organization.

Section III Vacancies in offices shall be filled as follows:
Vacancy in the Office of President shall be filled by the Vice-President and when vacancies occur in all other offices, the Executive Board shall appoint a replacement.

ARTICLE VI DUTIES OF THE OFFICERS

Section I The president shall preside at all meetings of the Organization and is an ex-officio member of all committees.

Section II The Vice-President shall assume all the duties of the President in his or her absence.

Section III The Recording Secretary shall prepare the minutes of all general and Executive Board meetings and maintain records of all other activities.

Section IV The Corresponding Secretary shall present and prepare responses as needed to the correspondence of all general and Executive Board meetings.

Section V The Treasurer shall keep an accurate record of all funds, receipts and disbursements and shall report same at all Executive Board and general meetings.

Section VI The Membership Chairman is responsible for keeping and maintaining membership records. If there is no chairman, this will be the responsibility of the Corresponding Secretary.

ARTICLE VII THE EXECUTIVE BOARD

Section I The Executive Board shall be composed of the officers of the Organization and Standing committee chairpersons who are not also officers.

Section II The Executive Board shall have responsibility for the affairs of the Organization between its general meetings, determine the hour and place of all

meetings, determine the annual dues and make recommendations to the Organization.

Section III At meetings of the Executive Board, a majority of the officers shall constitute a quorum for the transaction of business.

Section IV The Treasurer's report will be distributed to the Executive Board at each of the Executive Board meetings.

ARTICLE VIII NOMINATIONS

Section I The President shall appoint a nominating committee at the February meeting which will prepare a slate of officers for the next year, the slate will be presented at the general meeting that will be held prior to the end of the fiscal year.

Section II Nomination may be made from the floor at the annual meeting of the Organization providing the nominee has agreed to serve if elected.

ARTICLE IX ELECTIONS

Elections shall take place at the general meeting prior to the end of the fiscal year. Only paid members in good standing (if family membership, only one vote per family) may vote.

ARTICLE X AMENDMENTS

Section I The Constitution and By-laws may be amended by a two-thirds majority vote of the members present at any general meeting.

Section II The general membership must be informed of any proposed amendments to the Constitution and By-Laws before they are implemented and then have a vote at the next scheduled meeting.

ARTICLE XI DISSOLUTION

In the event the Organization shall be dissolved, any remaining assets of the Organization shall become the property of Bergenfield High School.

ARTICLE XII RULES OF ORDER

The rules of procedure at all meetings shall be determined by Roberts Rule of Order, Latest Revised Edition.

ARTICLE XIII CASH DISBURSEMENTS

All checks written shall require two signatures and must provide a receipt of any and all expenses.

ARTICLE XIV AUDIT OF BOOKS

The books of the organization, including Treasurer's reports, shall be audited at a minimum of every two years and said audit shall be completed before transferring the books from the out-going Treasurer to the incoming Treasurer.

ARTICLE XV SCHOLARSHIPS

The Executive Board shall determine the number of scholarships and the amount of each scholarship to be awarded annually.