

**Bylaws
of the
Princeton Junior School Parent Association
(PJSPA)**

Article I – Name

The name of the organization shall be the “Princeton Junior School Parent Association” (PJSPA), an unincorporated nonprofit association.

Article II – Location

The principal location of the PJSPA shall be at 90 Fackler Road, Lawrenceville, New Jersey 08648.

Article III – Mission

The mission of the PJSPA is to facilitate communication and cooperation between and among parents, students, faculty, administration and trustees, and to enhance the quality of the educational experience of the students at Princeton Junior School (PJS) and to conduct other charitable, scientific, educational and literary activities related thereto. It is also part of the mission to raise funds to support the PJS Annual Fund.

Article IV – Purpose

Through a series of fundraising events, the PJSPA receives funds that are dispersed to the Princeton Junior School, Inc., a non-profit Section 501(c)(3) corporation, to meet various needs of students at PJS. PJSPA committees evaluate those needs, and raises funds in order to support a number of charitable, scientific, educational and literary events, projects and programs at PJS as well as of interest to the entire PJS community.

Article V – Membership and Dues

Section 1. Any parent or guardian of a student at the PJS may become a member of the PJSPA upon payment of annual membership dues. As a member of the PJSPA, a parent shall have voting rights and, in addition, be eligible to serve on committees and serve as an officer of the PJSPA.

Section 2. The Executive Board of the PJSPA, comprising the PJSPA Officers and Head of School, shall review membership dues at least annually and recommend a change to the amount of the membership dues. A majority of PJSPA members eligible to vote must approve the change in annual dues to become effective. To be a member in good standing with voting rights and eligibility to hold office in the PJSPA, a parent must pay dues no later

than 30 days from the date their child(ren) start(s) school at PJS for each year they are enrolled. If a parent wishes to become a member of the PJSPA after such 30-day period, the Executive Board shall have the discretion whether to assess a late fee or surcharge. If membership dues are changed, notification will be sent prior to the start of the school year.

Article VI – Executive Officers and Elections

Section 1. Officers. The officers of the PJSPA shall be President, Vice President, Secretary and Treasurer. In addition to the duties listed below, each officer shall also perform other such duties as applicable to the office as prescribed by the PJSPA Executive Board.

- a. **President.** The President shall preside over meetings of the PJSPA and Executive Board, serve as the primary contact for the Head of School, represent the PJSPA at meetings outside the PJSPA including meetings of the PJS Board of Trustees, serve as an ex-officio member of all PJSPA committees except for the Nominating and Elections Committee, and coordinate the work of all officers and committees so that the mission and purpose of the PJSPA is served.
- b. **Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President shall supervise the PJSPA committees that plan the non-fundraising PJS family events.
- c. **Secretary.** The Secretary shall keep all records of the PJSPA, take and record the minutes, help prepare the agenda, handle correspondence, and be primarily responsible for communications with the PJS community. The Secretary also keeps a copy of the minutes book, bylaws, standing rules, membership list and any other necessary supplies, and brings them to the meetings.
- d. **Treasurer.** The Treasurer shall receive and be responsible for all funds of the PJSPA, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board or any member of the PJSPA and make a full report at the end of the fiscal year in accord with all sound accounting practices.

Section 2. Eligibility. PJSPA members are eligible for office provided they are members in good standing.

Section 3. Nominations and Elections. Elections shall be held during the Annual Meeting at the second to last scheduled PJSPA meeting of the school year. The Nominations and Elections Committee shall announce the election date and circulate to PJSPA members a request for candidate nominations for all open board positions at least 6-8 weeks prior to the Annual Meeting. Candidates may submit a self-nomination or by others submitting a nomination prior to the deadline posted by the Nominations and Elections Committee. If a candidate is nominated by someone else, prior to being considered as a candidate, the Nominations and Elections Committee shall confirm the candidate would be willing to serve if elected. Thereafter, the Nominations and Elections Committee shall create a ballot based upon the nominations received and interviews with each candidate. If no nominations are

received for an officer position, the Nominations and Elections Committee shall solicit candidates from eligible PJSPA members. The candidate ballot shall be presented by the Nominations and Elections Committee at the PJSPA meeting held one month prior to the Annual Meeting. To be elected to an officer position, a candidate must receive a majority of the votes cast by PJSPA members present at the Annual Meeting. If no candidate receives a majority of the votes cast for an office, then a contingent election shall be held as soon as feasible. The Nominations and Elections Committee shall provide for absentee voting if a voting member is unable to attend the election meeting and would like to vote. Since membership is per household, only one vote shall be cast per household.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same officer position, unless no other candidates are nominated for that office. In that case, the incumbent may seek an additional one-year term.

Section 5. Removal from Office. Officers can be removed or suspended from office with or without cause by an affirmative vote of two-thirds of PJSPA members present at a regularly scheduled PJSPA meeting, where previous notice has been given to the officer(s).

Section 6. Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article VII – Meetings

Section 1. Regular Meetings. Regularly scheduled meetings of the PJSPA will be held monthly, with the location, date and time to be determined by the Executive Board. A meeting notification will be sent to PJSPA members via email at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or by five PJSPA members submitting a written request to the Secretary.

Section 3. Annual Meeting. The annual meeting will be held during the PJSPA regular meeting scheduled in May. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Meeting by Phone. At any meeting of the PJSPA, or of a PJSPA committee, a member may participate and vote by means of a conference telephone or by any means of communication by which all persons participating in the meeting are able to hear each other. Participation by such means shall constitute presence in person for purposes of determining a quorum.

Section 5. Action by Consent. Any action required or permitted to be taken at any meeting of the PJSPA Executive Board or any PJSPA committee may be taken without a meeting, if prior to or after such action a written consent to the action is communicated (e.g., email confirmation) by a majority of PJSPA Executive Board members or by a majority of members of a PJSPA committee, as the case may be.

Section 6. Rules of Procedure. Unless otherwise provided in these Bylaws, any question with reference to procedure at meetings of the PJSPA or PJSPA committees thereof shall be determined in accordance with Robert's Rules of Order Revised.

Article VIII – Executive Board

Section 1. The Executive Board shall consist of the PJSPA officers and Head of School for PJS.

Section 2. Duties. The duties of the Executive Board shall be to exercise general charge and supervision of the affairs of the PJSPA including consult between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The Executive Board, or the President if so designated by the Executive Board, may:

- (a) fill any vacancy in any committee;
- (b) appoint one or more persons to serve as alternate members of any committee, to act in the absence or disability of member of any committee with all the powers of such absent or disabled members of a committee;
- (c) abolish any such committee; or
- (d) remove any members of any committee at any time, with or without cause.

Section 3. Meetings. Regular meetings of the Executive Board shall be held monthly, on the same day and time each month, in advance of the monthly PJSPA meetings. Special meetings of the Executive Board may be called by any two board members upon 24 hours' notice.

Article IX – Committees

Section 1. Committee Membership. Committee may consist of general PJSPA members and PJSPA Executive Board members, with the President acting as an ex-officio member. Any act or action of any committee shall be subject to approval by the Executive Board, except that no such committee shall:

- (a) make, alter or repeal any Bylaw of the PJSPA; or
- (b) elect or appoint any officer or remove any officer;

Section 2. The following committees shall be maintained by the PJSPA: (a) Gala Committee and (b) Nominations and Elections Committee.

(a) Gala Committee: In concert with the Head of School and Development Committee of the PJS Board of Trustees, the committee shall be responsible for the PJSPA fund-raising activities; develops plans for one major or a series of lesser scale fund-raising event(s) during the school year; monitors the implementation of the plans; and regularly reports to the PJSPA and Executive Board on developments; and facilitates in fund-raising and friend-raising activities.

(b) Nominations and Elections Committee: This committee shall identify, recruit, and nominate PJSPA officers in accordance with these Bylaws. The committee shall also facilitate an annual PJSPA self-assessment, plans for leadership succession, plans for professional leadership development, and liaise with the Trusteeship Committee for the PJS Board of Trustees.

Section 3. Additional Committees. The PJSPA Executive Board may appoint additional committees as needed.

Article X – Finances

Section 1. The PJSPA Executive Board shall develop a tentative school year budget in the spring prior for the following school year and submit it for final approval at the PJSPA Annual Meeting. The PJSPA Executive Board shall monitor implementation of the budget; and educate the PJSPA members on trends affecting the association's finances.

Section 2. The Treasurer shall be responsible for the care and custody of all funds of the PJSPA, keep accurate books and records of any monies received and disbursements paid for or on account of the PJSPA, and shall make available at all reasonable times to any PJSPA officer income and bank account information.

Section 3. The Treasurer shall approve all budgeted expenses not included in the tentative or final approved budget for the PJSPA and prepare a financial statement at the end of the fiscal year, to be reviewed by the school comptroller.

Section 4. Authorized check signers shall be the President, Treasurer and the PJS Director of Finance ("Authorized Signers"). When necessary or proper, the Authorized Signers may endorse on behalf of the PJSPA for collection, checks, and other obligations, and shall deposit the same to the credit of the PJSPA or PJS, as appropriate, at such bank or banks or depository as the PJSPA Executive Board may designate. The Authorized Signers shall sign all receipts and vouchers and shall sign all checks of the PJSPA, except in cases where the signing and execution thereof shall be expressly designated by the Executive Board or by these Bylaws to some other officer or agent of the PJSPA.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. Upon dissolution of the PJSPA, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article XI – Exempt Activities

No officer or member of PJSPA shall take any action or carry on any activity not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the United States Internal Revenue Code as amended or superseded , or by regulations promulgated thereunder.

Article XII – Dissolution

The PJSPA may be dissolved with previous notice (30 calendar days) and a two-thirds vote of members present at the meeting.

Article XIII – Bylaws Review

These bylaws may be amended at any regular meeting or special meeting of the PJSPA, provided that previous notice was given in writing at the prior meeting and sent to all members of the PJSPA by the Secretary. Notice may be given by mail, email, hard copy or fax. Amendments will be approved by a two-thirds vote of members present at a meeting.