

**By-Laws/Constitution of  
Bullard-Havens Regional Vocational-Technical School  
Parents-Faculty Organization**

**Article 1- Name**

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## Article 1 – Name

The name of this organization shall be Bullard-Havens Regional Vocational-Technical school parents-Faculty Organization, and may be referred to as Parent-Faculty Organization of Bullard-Havens or Bullard-Havens P.F.O.

## Article 11 – Purpose

1. To assist and promote secondary level students enrolled in this institution educationally, socially and athletically in any way possible, having always the student welfare foremost in discussions and deliberations.

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2. To share and assist in a closer association between parents and faculty in efforts to advance, increase and perpetuate the system of vocational-technical education as now exist in this institution.
3. To provide better communication between home and school.

## Article III – MEMBERSHIP

1. Membership is open to parents and/or legal guardians of attending full time students enrolled in the secondary level (9<sup>th</sup> through 12<sup>th</sup> grade), administrative staff and faculty associated with the secondary level education in this institution. ?????
2. Membership dues shall be fixed annually by the Executive Board prior to the first regular scheduled meeting of the school year.
  - a. The school year shall commence on the first regular school day as directed by the State Board of Education.
3. Only members as stated in Article 111, Section 1 with paid membership dues shall have voting privileges.
4. Membership shall have an annual cutoff date of December 31. No Exceptions.

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5. An honoree “Life” membership may be granted by the Executive Board to any member or past member provided that any provision of Article 111 Section 1 has been fulfilled.

## **Article IV – DUTIES OF OFFICERS**

### **PRESIDENT**

1. Shall preside at all meetings and be ex-officio member of all committees except the Nomination Committee.
2. Shall conduct all meetings according to standard parliamentary procedures.
3. Shall govern the organization according to the constitution and bylaws.
4. Shall appoint all standing and special committee chairpersons.
5. Shall approve all bills prior to payment.
6. Shall be chairperson of the Board.
7. Shall appoint a replacement officer for the remainder of the term. The position is open at the next election for a full term officer.

### **1<sup>st</sup> VICE-PRESIDENT**

1. Shall assist the President as assigned by the President.
2. Shall perform the duties of the President in the President's absence.
3. Shall automatically replace the President for the remainder of their term if the President resigns.

### **2<sup>nd</sup> VICE-PRESIDENT**

1. Shall assist the President as the coordinator for all committees as assigned by the President.
2. Shall perform the duties of the 1<sup>st</sup> Vice-President if the office is vacated until the President appoints a replacement for the remainder of the term. Position is open at the next election.

## FINANCIAL SECRETARY

1. Shall assist the Secretary in the performance of the Secretary's duties.
  - a. Shall perform the duties of the Secretary in the Secretary's absence.
  - b. Shall collect all money due the P.F.O. and turn the money over to the Treasurer, getting a receipt therefore.
  - c. Shall draw and sign all vouchers for the expenses of the P.F.O. on approval of the President.
  - d. Shall perform all other duties that come within this office.

## SECRETARY

1. Shall record or direct a recording of the minutes of all regular and special meetings and report at all regular and special meetings by typed reports.

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2. Shall record or direct a recording of the minutes of all meeting for the Executive Board.
3. Shall prepare or direct to be prepared amendments to the constitution or bylaws that has been adopted by the membership.
4. Shall keep records of all correspondence of the organization and maintain an attendance log in reference to Executive Board meetings.

## TREASURER

1. Shall have custody have and be responsible for collection of all funds of the organization
2. Shall sign all checks along with the President.
3. Shall receive all monies and deposit it in a checking and/or savings account in a designated bank.
4. Shall keep proper ledgers of accounts, which shall be available for inspection by the Executive Board.
5. Shall make financial reports at Executive Board meetings and submit a semiannual report.

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6. Shall make financial reports at the first regular meeting each year and final.
7. Shall file tax forms and returns as required by law when applicable.
8. Shall present all bills to the Executive Board for review and approval, before payments are made.

## SERGEANT-AT-ARMS

1. Shall assist the Executive Board in maintaining order at all meetings and assist the President.
2. Shall record or direct a recording of attendance of members at regular and special meetings and conduct roll call of officers.

## SCHOOL DIRECTOR

1. Shall assist and advise the organization in fulfilling the Purpose as stated in the constitution.

## ARTICLE V-MEETING

1. Regular meetings shall be scheduled within the regular calendar school year, October through June. Regular meetings shall be scheduled on the Second Wednesday of the month at 6:00PM. The Executive Board Meeting shall follow the regular meeting. This schedule can be altered with the consensus of the Executive Board.
2. Special meeting when necessary may be called by the President, by the Chair of the Essay/Scholarship Committee or by the request of our (4) members of the Executive Board, provided that a three (3) day notice is given before the meeting date.
3. A regular schedule meeting must be held annually in May. The purpose of this meeting shall be the election and installing of new officers. All annual reports shall be submitted at this meeting.
4. The presence of not less than (4) members shall constitute a quorum and shall be necessary to conduct the business of this organization at a general or special membership meeting.
5. Executive Board meetings shall be called for when necessary by the President or by request of four (3) members of the Executive Board, provided that at least forty eight (48) hours' notice is given. Any Board meeting must have the attendance of a quorum. A quorum shall consist of six (4) members.
6. Robert Rules of Order shall prevail at all meetings unless otherwise provided for by this constitution or bylaws.

**ARTICLE VI – EXECUTIVE OFFICERS, EXECUTIVE BOARD AND  
ESSAY/SCHOLARSHIP CHAIR**

1. Shall decide all policies and methods of conducting organization activities and business.
2. Shall, without exception, follow the Bylaws and Constitution and have the Purpose of this organization in mind when deciding and advising on policies and methods.
3. The Executive Office shall consist of the Executive Officers. The Executive Officers are President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President Secretary, Treasurer Sergeant-at-Arms and Scholarship & Essay Chair.
4. The Executive Board shall consist of the Executive Officers, School director, two members of the faculty (Coordinators (one related and one trade), all of whom must be members in good standing.

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5. The President shall appoint the parent members of the Board with the approval of the Executive Officers. The coordinators and faculty members may be recommended by the school director, but must be approved by the Executive Officers.
  - a. Coordinators shall assist the organization in fulfilling the Purpose in Article II of the Constitution.
  - b. Coordinators shall be the liaison between the organization, faculty and director.
6. The Scholarship/Essay Standing Committee shall consist of past Officers.
7. Board Members shall be appointed annually.
8. Any office or board member who misses three (3) consecutive meetings (board or general) will be replaced as provided in Article V Section 3 or Section 6. Any officer or board member however, shall be retained if their excuse for absence is accepted by a majority of the Executive Board.
9. Vacancies of the Executive Board shall be filled by appointment by the President for ~~the remainder of the term and/or terms vacated, unless otherwise provide for by these~~ bylaws.

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## ARTICLE VII – STANDING COMMITTEES

1. **Social Committee**
  - a. Shall organize and supervise the social functions for this organization for fundraising purposes.
2. **Membership and Telephone Committee**
  - a. Shall recruit members for this organization
  - b. Shall notify members of meetings, events and social functions of the organization with the assistance of the Coordinators.
3. **Legislative Committee**
  - a. Shall advice and supervise the legislative programs.

### 4. **Scholarship and Essay Committee**

The Standing Scholarship Committee will be made up of Parent Faculty Organization outgoing officers, granting them an honorary “Life” membership as stated in Article III, Section 5. A chairperson of said committee will be elected and will work closely with the Executive Officers and Executive Board. Shall follow the policies outlined in this amendment. Shall without exception, follow the Bylaws and Constitution and have the Purpose of this organization in mind when deciding and advising on policies and methods.

- a. Shall run and administer Essay Writing Contest.
- b. Monitor sales and purchases of the exploratory t-shirts.
- c. Meet at the school or place designated by the scholarship chairperson.
- d. PFO member’s child will be given priority for PFO Scholarship.
- e. April 1<sup>st</sup>, chair will send letter to teacher/guidance counselor with names.
- f. Where there is no PFO member child, then discretion will be given to shop instructor for selection.
- g. Essay Contest Committee shall consist of PFO and WeCare Community Center members.
- h. Essay contest committee will meet in October to discuss and select essay topic.
- i. Essay contest will begin in November and run through February.
- j. Awards celebration will be in April with collaborated with WeCare Community Center’s Scholarship Banquet.

## ARTICLE VIII – NOMINATIONS AND ELECTION

1. A nominating committee of four (4) members not seeking office shall be selected at the April Meeting. The members of this committee shall be two (2) appointed by the President and two (2) voluntary, all of whom shall be members in good standing. The nominating committee shall prepare a slate of candidate to announce at the April Meeting. In the event a committee is unable to be formed, nomination will be accepted at the April meeting
2. All nominations from the floor must take place at the April meeting. Nominees must be present to accept or reject the nomination.
3. Election and installation of officers shall take place annually at the May meeting.
4. Officers shall assume office July 1<sup>st</sup> annually.
5. Only parent and legal guardian members as stated in this constitution shall be elected officers.
6. Each Executive Office shall be listed on a single ballot with the name of those candidates seeking office, and be filled by the selection of one (1) candidate for each office elected by the voting membership, unless otherwise provided for in this constitution and bylaws.
7. The term of office of the President shall be limited to two (2) consecutive terms. A third year subject to the Executive Board approval could be presented to the incumbent.
8. The past Presidents can serve as ex-officio member of the Executive Board.



## ARTICLE IX- AMENDMENTS

1. Any or all parts of this constitution may be amended by an affirmative vote of two-thirds (2/3) of those members.
2. Any member or members desiring to propose an amendment or amendments to this constitution must submit the proposed amendment or amendments in writing to the Executive Board to have the secretary read the proposed amendment or amendments to the membership at the next regular meeting following. If no regular scheduled meeting is listed, then the President shall call for a special meeting as provided for in this constitution.
3. Revising of this constitution when necessary shall be directed with the approval of two-third (2/3) of the members of the Executive Board and so recorded in the minutes.

## ARTICLE X – TERMINATION

1. In the event of the dissolution or termination of this organization, any and all assets after financial obligations are liquidated shall be turned over to the vocational-technical secondary education system at Bullard-Havens Regional Vocational-Technical school to promote the welfare of secondary full-time students enrolled in this institution as a scholarship fund.