

**BOARD OF EDUCATION**  
**Cherry Hill, New Jersey**

**BYLAWS**

ARTICLE I -- NAME

The name of this organization shall be The Board of Education of the Township of Cherry Hill in the County of Camden, hereinafter called the "Board." (18A:10-2)

ARTICLE II -- OBJECT

The general object of the Board shall be to make policy and to encourage and promote the improvement of public education in Cherry Hill and to that end the Board shall, among other things: (18A:11-1, 2)

- A. Study education problems;
- B. Meet and cooperate with lay and professional groups;
- C. Seek to develop a more efficient education by keeping informed of the results of pertinent studies in other districts or by other persons or groups.
- D. Advise the community as to sound current educational policies and practices;
- E. Cooperate with the New Jersey legislature toward constructive school legislation.
- F. Meet and cooperate with the County and State Board of Education associations on all matters affecting educational problems;
- G. Encourage student, teacher, administrator and parent participation in total communication with the Board for the purpose of enriching education and welfare.

ARTICLE III -- MEMBERSHIP

Section 1. The Board of Education shall consist of nine members. (18A:12-12)

Section 2. Vacancies on the Board of Education shall be filled within the 65 days according to statute, if not filled within the 65 days, the County Superintendent shall fill the vacancy (18A:15-2).

#### ARTICLE IV -- OFFICERS

Section 1. The officers of the Board shall be a President and Vice President.  
(18A:15-1)

Section 2. The President and Vice President shall be chosen from among the members and shall hold office until the annual meeting of the Board next succeeding the date of their election and until their respective successors are elected and shall have qualified.  
(18A:15-1)

Section 3. Election Procedure. The President and/or Vice President must be elected by a majority of five (5). The person holding the lowest number of votes shall retire after three ballots.

Section 4. No person shall hold the office of President for more than two full consecutive terms, i.e., the time between the annual reorganization meeting in each of three years.

Section 5. Vacancies in office shall be filled for the balance of the term by a member elected by his/her fellow members and, if not filled within the sixty-five (65) days prescribed by law, the county superintendent shall fill the vacancy for the unexpired term. (18A:15-2)

#### ARTICLE V -- POWERS AND DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Board and shall enforce the rules and regulations. He/she shall sign all written contracts and other obligations and shall perform such other duties as shall be imposed upon him by the remaining members of the Board.

Section 2. The President shall appoint the Board's liaison representatives as well as all of the Board Ad Hoc Committee members in consultation with Board members. He/she shall present the charge and duration of existence to all members so appointed.

The President also shall be an ex officio member of all Ad Hoc committees and all liaison groups.

Section 3. Within a month after the annual school board election, the Board president shall meet with new Board members to review and familiarize them with the workings of the Board.

Section 4. In the absence of the President, the Vice President shall perform the duties of the President. Should he/she also be absent, the Board shall conduct an election for a President pro tem.

## ARTICLE VI -- THE BOARD SECRETARY

Section 1. The Board of Education shall appoint a secretary, to perform the duties and functions assigned him/her by law and which only he/she can perform, by a recorded roll call majority vote of its full membership, for a term to expire not later than June 30 of the calendar year next succeeding that in which the Board shall have been organized. His/her compensation shall be fixed by the Board.

A vacancy in the office of secretary shall be filled by the Board within sixty (60) days after the vacancy occurs or, if not, the county superintendent shall appoint a secretary until a secretary is approved by the Board.

The secretary must be bonded in an amount not less than \$2,000 and with surety provided by the Board. The Board shall pay the premium.

Section 2. The secretary shall notify Board members and the solicitor of all regular and special meetings, shall post and give notices of all Board elections, shall record all proceedings of the Board and of school elections in suitable minute books, and shall perform such other statutory duties as the Board may prescribe.

(18A:17-7)

## ARTICLE VII -- TREASURER OF SCHOOL MONEYS

Section 1. The treasurer of the moneys of the municipality is by reason of such office the treasurer of moneys of the school district unless the Board designates the municipal tax collector to perform this duty (18A:17-31). If the bond given by the treasurer for the faithful performance of his municipal duties is sufficient and is certified to cover his/her school duties, no additional bond is required.

Section 2. The Board shall appoint the Treasurer of School Moneys at the annual reorganization meeting for a period of one (1) year at a rate of compensation established by the Board.

### Section 3. Duties

The treasurer shall:

A. Receive and hold in trust all school money funds from athletic events and pupil organization activities and deposit them in the banks designed by the Board.

(18A:17-34)

B. Pay out school moneys only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President and Secretary of the Board and the Treasurer. (18:19-1)

- C. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary of the Board, deposit the warrants in a separate payroll account and issue individual checks drawn on such account to each employee. (18A:19-9, 10)
- D. Keep a record of moneys received and paid out by him/her in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board. (18A:17-35; N.J.A.C. 6:20-2.1, et seq.)
- E. Pay over the balance of school funds in his/her hands to his/her successor. (18A:17-35)
- F. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account. (18A:17-36)
- G. Render an annual report to the Board showing the amounts received and disbursed by him/her during the school year and file a copy with the county superintendent. (18A:17-36)
- H. When the school treasurer is also the municipal custodian, the school payroll checks may be signed by his/her deputy, if the deputy is properly bonded. (18A:19-11)
- I. The treasurer of school money shall perform such other duties as the Board may prescribe.

#### ARTICLE VIII -- THE SCHOOL DISTRICT AUDITOR

Section 1. Every board of education is required to employ a public school accountant to make an annual audit of the school district's accounts and financial transactions, which must be completed within three months of the close of the fiscal year (18A:23-1). The auditor must be a New Jersey registered municipal accountant who holds a valid license as a New Jersey public school accountant issued by the New Jersey State Board of Public Accountants. (18A:23-8). The Board shall appoint the auditor at the June Action meeting for a period of one year, July 1 to June 30, at a compensation established by the Board and the Auditor.

Section 2. Each annual audit must cover the books, accounts and moneys of the Board, of all officers and employees, of all athletic events, and of all pupil organizations conducted under the Board auspices. (18A:23-2). The auditor must file a report of his/her audit and recommendations with the Board and two copies with the Commissioner. (18A:23-3)

The report of the auditor must be received and acted upon by the Board and his/her recommendations read and discussed at a public meeting within thirty (30) days of the receipt

of the audit. The discussion must be noted in the Board's minutes. A summary of the audit prepared by the Board's secretary must be available for distribution to interested parties. 18A:23-4, 5). The Commissioner may order an audit made by an accountant designated by him/her at the Board's expense, if the Board fails to have an audit made and completed in the prescribed time. (18A:23-6)

#### ARTICLE IX -- THE SCHOOL BOARD ATTORNEY

Section 1. The power of a local board to hire counsel has been affirmed by the courts (100 N.J.L. 273 Superior Court, 1924). Attorneys may be employed by the Board just as any other professional, but do not normally acquire tenure (44 N.J. Superior Court 79, App. Div. 1957). The attorney's duties may be specified by the Board, and should include the review of Board policy decisions as they are developed, as well as when they are carried out.

Section 2. The Board shall appoint the attorney at the June Action meeting for a period of one year, July 1 to June 30, at a rate of compensation established by the Board and the attorney.

#### Section 3. Duties

- A. The attorney shall attend all regular monthly meetings of the Board and such other meetings as the Board may designate.
- B. Written opinions shall be provided the Board as requested.
- C. The attorney shall be responsible for the preparation and execution of all legal details required for referendum procedures, including but not limited to contractual arrangements with architects, hearings, bidding, construction contracts, bond sales, etc.
- D. The attorney shall represent the Board and/or the school district as may be required in addition to responding to central administration requests for advice and counsel regarding their discharge of assigned responsibilities.

#### ARTICLE X -- WITHDRAWAL OF MONEYS

Unless otherwise specified by the Board, the President, the Board Secretary and the Treasurer of School Moneys shall sign all warrants for the payment or withdrawal of the Board's funds. (See Article VII.)

The Board shall designate the banks for the various Board accounts at its annual reorganization meeting and the signers for the withdrawal of moneys therefrom.

#### ARTICLE XI -- MEETINGS

##### Section 1.

At its annual Reorganization meeting the Board of Education will approve a calendar of regular monthly meeting dates and locations. The dates and locations will be disseminated throughout the community and advertised as required by the "Open Public Meetings Act".

Other meetings may be called by the President.

Section 2. A vote of "abstain" shall not be counted and shall indicate that the Board member casting same is not voting on the issue then before the Board.

Section 3. Minutes of all Board of Education meetings (Action, Special Caucus, and Committee of the Whole) shall be kept by the Assistant Superintendent-Business/Board of Education Secretary.

#### ARTICLE XI -- MEETINGS -- continued

If the Board of Education has a meeting and directs the Board of Education secretary to not be in attendance, the Board of Education president shall appoint a secretary pro tem for that meeting.

The minutes shall consist of the recorded action and/or intent of the Board of Education for each item. Minutes shall be keyed to the meeting agendas. When action is deferred, the minutes will reflect the direction of the Board relating to that item.

The minutes of all regular and special Board Action meetings will be formally adopted at each regular Action meeting.

#### ARTICLE XII -- QUORUM

Five (5) members of the Board shall constitute a quorum for the transaction of business at all meetings.

#### ARTICLE XIII -- DUES

Annual dues shall be payable to the State Board of Education and shall be such sums as may be assessed by the NJSBA at any delegates' meeting, which assessment of dues shall be made only upon two-thirds vote of the delegates present at such delegates' meeting, after notice of the taking of such a vote shall have been given to each district

board in writing at least sixty (60) days before such delegates' meeting.

#### ARTICLE XIV -- BOARD/ADMINISTRATION LIAISON

Section 1. The Board shall be organized with committees to provide liaison with central administration in the general areas of school operations.

Section 2. Ad Hoc committees may be established as the Board deems necessary but such committees shall be given a specific charge in a particular time frame.

Section 3. Within a month after the annual school board election the administration will conduct an orientation session for all members of the Board for the following purposes:

- A. Review of all major policy decisions pending at that time.
- B. Receive an annual Board Calendar.
- C. Receive a listing of the Board of Education committee structure.
- D. Review the status of negotiations with the various bargaining units.

Section 4. Within a month after the annual school board election, the Superintendent shall provide an orientation session for all new Board members to review Board/Administration relationships.

Section 5. Within the first two months following the Annual Board of Education Reorganization Meeting, each Board member will submit to the Board president a list of their goals and objectives for the next Board term.

The Administration will be asked to respond to the Board regarding these items and the Board will subsequently meet to discuss them.

#### ARTICLE XV -- THE SCHOOL SUPERINTENDENT

The Board shall appoint the school superintendent and fix his/her compensation and responsibilities in accordance with statutes and policies and current determinations. These shall include preparation of the agenda for Board meetings, the items for the agenda for the regular monthly meeting being determined by the Board liaison and respective administrators.

No person may be appointed, or act as, or perform the duties of superintendent unless he holds an appropriate certification. (18A:17-17)

ARTICLE XVI -- AMENDMENTS

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a majority vote of the members of the board present and voting during two regularly scheduled monthly action meetings of the board.

Adopted: 4/15/74

Revised: 5/16/77

9/19/77

3/20/78

8/15/83

9/17/90

6/20/94

9/18/95

4/20/98

4/11/99

7/27/99