

**Bylaw**

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DEVELOPMENT, DISTRIBUTION AND MAINTENANCE OF GOVERNANCE MANUAL

The Alloway Township Board of Education believes this manual of bylaws and policies is a useful guide to the all members of the board, and the administration of this district; therefore, copies of this manual shall be given to the following: board members, superintendent, board secretary, board attorney, and any recognized bargaining unit(s).

The manual of bylaws, policies and procedures shall be considered a public record and shall be open for inspection on the district website, in the board office and in the school building during regular office hours.

The superintendent and business administrator shall maintain a master policy manual that shall be the official record of the bylaws, policies and procedures adopted by the board. This copy and this copy only shall be the official policy manual of the district. All other copies shall be used for reference only.

The copies of the manual that are distributed to board members, board secretary, board attorney and any recognized bargaining unit shall be in the form of a compact disc. A hard copy of the official manual shall be on file in the office of the superintendent.

The superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of bylaws and policies for all employees of the school system. The superintendent in consultation with the policy committee shall review existing policies regularly and propose necessary revisions for compliance with state statutes and procedures. The superintendent may recommend such changes as may be needed to maintain the board manual of bylaws, policies and procedures in a current status and/or address emerging issues.

Each holder of a policy manual shall return the manual to the board secretary upon the termination of his/her service with the district.

Adopted: November 18, 2003  
NJSBA Review/Update: February 2020  
Readopted:

Key Words

Governance Manual, Distribution of Governance Manual, Maintenance of Governance Manual

**Legal References:** N.J.S.A. 18A:11-1            General mandatory powers and duties

**Cross References:**        9200\*            Orientation and Training of Board Members  
   9311\*            Formulation, Adoption, Amendment of Policies  
   9312\*            Formulation, Adoption, Amendment of Bylaws  
   9313\*            Formulation, Adoption, Amendment of Administrative  
                      Regulations  
   9314\*            Suspension of Policies, Bylaws and Regulations

\*Indicates policy is included in the Critical Policy Reference Manual.