

# **Stuyvesant High School Parents' Association Bylaws**

As amended by vote of the General Membership on May 16, 2023

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## **Article I - Name**

The name of the association shall be the **Stuyvesant High School Parents' Association** (the "PA"). The PA is recognized by the New York City Department of Education (the "DOE") as the official parents' organization of Stuyvesant High School (the "school" or "Stuyvesant").

## **Article II – Purpose and Policies**

### **Section II.1. Purpose**

The purpose of the PA will be

**II.1.1** to foster programs that enable parents to become partners with the school in the education of their children;

**II.1.2** to provide opportunities and training for parents to participate in school governance and educational decision-making and encourage parent participation at all levels;

**II.1.3** to promote and develop a cooperative working relationship between parents and staff;

**II.1.4** to promote an effective educational environment for students and to provide support and resources to the school for the benefit and growth of all children and

**II.1.5** to provide an opportunity for parent education and development.

### **Section II.2. Policies**

All activities of the PA are non-sectarian and non-partisan in nature. The name of the PA or its officers in their official capacities, will only be used in a manner consistent with the guidelines and regulations established by the DOE for officially sanctioned parents' organizations. Officers of the PA may not engage in activities which may jeopardize its tax status. The PA is qualified under Section 501(c)(3) of the Internal Revenue Code as a not-for-profit organization.

## **Article III - Membership**

### **Section III.1. Eligibility**

**III.1.1** All parents of students in regular attendance at Stuyvesant are Members of the PA. At the beginning of each school year, the PA shall send a welcome letter to inform parents of their automatic membership status and voting rights.

**III.1.2** A "parent" is a parent (by birth or adoption, stepparent or foster parent), legally appointed guardian, or person in a parental relation to a child or children currently attending Stuyvesant. A person in parental relation refers to a person who has assumed the care of a child because the child's parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, abandonment of a child, or living outside of the state. A person may qualify as a person in parental relation only if no other eligible person applies as parent or guardian. Any determinations about who constitutes a person in "parental relation" must be based on the individual circumstances surrounding guardianship and custodial

care of the particular child. This shall include consultation between the PA Executive Board and the Principal. A person who may provide temporary care (i.e., babysitting) for a child or children does not qualify as a person in parental relation under this definition. The denial of membership under this definition may be the subject of a grievance to the Department of Education under Department of Education Regulation A-660.

**III.1.3** A parent may not designate another individual to serve in his/her place as a member of the PA. However, a designated person, as distinct from a “person in parental relation”, who is acting in *loco parentis* in place of a parent, for example a caretaker or a noncustodial family member, may have limited participation in the PA, provided they submit a letter to the Principal signed by the parent. Such a designated person may then participate in the PA in place of the parent, but may not serve as a PA officer or committee chair, or vote.

**III.1.4** All disputes as to either persons in parental relation or designated persons will be referred to the school administration.

### **Section III.2. Voting Privileges**

**III.2.1** Each parent of a child currently attending Stuyvesant will be entitled to vote separately on all matters submitted for vote to the General Membership.

**III.2.2** Members must be present to vote, either in person or remotely. Voting by proxy, absentee ballot, or email is not allowed. In these Bylaws, any required vote, whether by majority or two-thirds, by either the General Membership or the Executive Board, shall be understood to mean by those members present (either in person or remotely) and voting.

**III.2.3** A designated person under Section III.1.3 may vote only in place of a parent.

### **Section III.3. Payment of Dues**

**III.3.1** The payment of dues is not a prerequisite for participation or membership in the PA. Dues are not a requirement for voting or running for elected positions.

**III.3.2** For budgetary purposes the Executive Board, subject to the approval of the General Membership, may establish a suggested annual donation amount.

### **Section III.4. Restrictions**

**III.4.1** Supervisory staff (Principals, assistant Principals, and supervisors) and parent coordinators are not eligible to become members of the PA, even if they have a child in the school.

**III.4.2** All other categories of school staff are eligible for PA membership if they have a child in the school but are not eligible to serve as members of the PA Executive Board or nominating/election committee. PA members who are employed in the school may not vote or otherwise participate as parent representatives in personnel matters, including tenure recommendations and screening committees for selection of supervisors and administrators, nor may they participate in the selection of parent representatives to school committees.

**III.4.3** PA members and officers must be careful to avoid acting in circumstances in which their personal interests conflict with their interests as PA members or officers.

# Article IV – Elected Positions and Elections

## Section IV.1. Elected Positions

**IV.1.1** The mandatory officers of the PA shall be: President, Recording Secretary and Treasurer. The PA must elect the mandatory officers between April 1 and the last day of the school year in order to be a functioning PA. The elected positions of the PA are:

**Officers:**

- President or Co-Presidents
- First Vice-President
- Second Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Assistant Treasurer

**School Leadership Team Delegates:**

- Senior Parent Delegates - One (1)
- Junior Parent Delegates - Two (2)
- Sophomore Parent Delegates - Two (2)
- Freshmen Parent Delegates - One (1)

There will be One (1) Alternate SLT Delegate for each grade selected as follows:

The candidate for each grade delegate with the highest number of votes other than the winning candidate(s) (i.e., the runner-up) will serve as the Alternate Delegate for that grade. The Alternate Delegates will be expected to attend all Student Leadership Team (SLT) meetings and shall have the same duties as the SLT Delegates. The Alternate Delegate for a grade shall not have the right to vote at any SLT meeting unless one of the SLT Delegates for that grade is absent from that meeting.

**Members-At-Large:**

- Senior Parent Member-At-Large - One (1)
- Junior Parent Member-At-Large - One (1)
- Sophomore Parent Member-At-Large - Three (3)
- Freshmen Parent Member-At-Large - Five (5)

**IV.1.2** Hereafter the term "President" will include Co-Presidents when elected.

## Section IV.2. Term of Office

**IV.2.1** The term of office is from July 1 through June 30, except for those positions elected in the fall or through an expedited election, for which the term will be from the date of election through June 30.

**IV.2.2** All positions are elected for one term. The number of terms for which an individual may serve in any position is not limited as long as the individual is elected in accordance with these bylaws.

## Section IV.3. Eligibility

**IV.3.1** Eligibility for elected positions is limited to parents, as defined in Section III.1, and as further limited by Section III.4.2.

**IV.3.2** Parents of incoming students who do not currently have a student enrolled in Stuyvesant may not stand for election until their child is enrolled and attending Stuyvesant.

**IV.3.3** A person may run as a candidate for President either alone or as part of only one Co-President team. No individual may stand singly for a position of Co-President. Two people must run together as a slate in order to serve together.

**IV.3.4** Individuals may hold only one PA elected position, with the exception that individuals may hold any one of the seven officer positions and be a School Leadership Team Delegate. Parents may not simultaneously hold positions as Parent Member-At-Large and Parent Delegate to the School Leadership Team. The individual elected President will automatically occupy the SLT position reserved for the President. Therefore, if such an individual was also running for SLT delegate, his/her candidacy would be disregarded when determining the elected SLT delegates. In the case of Co-Presidents, the Co-President candidates must disclose prior to elections which of them will assume the SLT position reserved for the President. The other Co-President is eligible for election to the School Leadership Team in his/her own right.

#### **Section IV.4. Duties of Officers**

##### **IV.4.1** President

a. The President will be the chief executive officer of the PA and will have the general powers and duties of supervision and management, including authorization to expend PA money within limits set by the Executive Board. The President will have the authority to negotiate and execute agreements on behalf of the PA, when so authorized by the General Membership.

b. The President will preside over all meetings of the PA (except for the portion of the May General Meeting that pertains to the election of new officers). The President is a member, *ex officio*, of all committees, except the Nominating Committee.

c. The President shall consult with the Principal, as needed, on behalf of the Executive Board and the General Membership.

d. The President will appoint all Committee Chairs after discussion with the Executive Board and with approval of the General Membership.

e. The President, with the approval of the Executive Board, will designate a Member or Members to update the PA Handbook each year as needed and to post an up-to-date copy of the Handbook on the PA website.

f. The President (or one Co-President) is a Delegate to the SLT. If the President or both Co-Presidents are unable to serve as Delegate to the SLT, another elected Executive Board member may be selected by the President as a replacement Delegate, subject to approval of the General Membership.

g. The President will be one of the two required signatures on checks. In the absence of the President, this responsibility will be delegated to the First Vice-President, and in the absence of the First Vice-President, to the Second Vice-President.

h. In the event there are Co-Presidents, they will equally share the authority and responsibility of the office of President. Each will have one vote on the Executive Board. In the event that Co-Presidents are unable to act in unison with respect to any PA issue, the issue will be decided by the Executive Board.

i. The President may ask any elected officer of the Executive Board to attend meetings or school functions as his/her representative. The President or his/her designee, who must be a member of the PA, shall represent the PA on the Manhattan Borough Presidents' Council, and other similar associations.

j. The President (or Co-Presidents) shall endeavor to ensure that the Executive Board and the general membership are informed of PA business in a timely manner and shall seek advice and counsel from the Board and the membership regarding PA business.

#### **IV.4.2 First Vice-President**

a. The First Vice-President will assist the President in conducting the business of the PA.

b. The First Vice-President will assume the duties of the President in the temporary absence of the President, or both Co-Presidents.

c. The First Vice-President, in the absence of the President, shall be one of the two signatories on checks.

d. The First Vice-President may be asked by the President to attend meetings or school functions to represent the PA.

f. The First Vice-President will assist the President and Second Vice-President in conducting all elections, except the May election of new officers, which is conducted by the Nominating Committee.

#### **IV.4.3 Second Vice-President**

a. The Second Vice-President will assist the President and First Vice-President in conducting the business of the PA.

b. The Second Vice-President will assume the duties of the President in the temporary absence of the President and First Vice-President.

c. The Second Vice-President may be asked by the President to attend meetings or school functions to represent the PA.

d. The Second Vice-President, in the absence of the President and First Vice-President, shall be one of the two signatories on checks.

e. The Second Vice-President will serve as Parliamentarian, and must be familiar with *Robert's Rules of Order, Newly Revised* and these Bylaws. They will be the final authority at all meetings when issues of procedure arise. In the absence of the Second Vice-President from a meeting, the President will appoint a parliamentarian *pro-tem* for that meeting.



f. The Second Vice-President will assist the President and First Vice-President in conducting all elections, except the May election of new officers, which is conducted by the Nominating Committee.

#### **IV.4.4 Recording Secretary**

a. The Recording Secretary will keep an accurate and permanent record of all meetings of the PA General Membership and the Executive Board (even though Executive Board minutes are not required by the Chancellor's Regulations). This will include notices, agendas, sign-in sheets and materials distributed. In the absence of the Recording Secretary, the President will appoint a secretary *pro-tem* for that meeting.

b. The Recording Secretary will prepare minutes of each PA meeting in time for review and adoption at the following meeting. Adopted minutes will be maintained in the offices of the PA and will be available to members upon request and will be posted on the PA Google Drive. For hybrid or virtual General meetings, the Recording Secretary shall maintain a recording of the video and/or audio of the meeting.

c. The Recording Secretary shall sign and incorporate all amendments into the Bylaws and ensure that a copy of each is on file in the Principal's office. The Recording Secretary will ensure that the current Bylaws and all amendments are posted on the PA website.

d. The Recording Secretary shall perform any duties of a Corporate Secretary that are not otherwise assigned in these Bylaws.

e. The Recording Secretary will notify Executive Board Members of Executive Board meetings, personally or by proxy.

#### **IV.4.5 Corresponding Secretary**

a. The Corresponding Secretary is responsible for general correspondence of the PA.

b. The Corresponding Secretary is the primary contact person for email received by the PA, through its web site or otherwise, personally or by proxy.

c. The Corresponding Secretary is responsible for publishing the dates of all General Meetings, Special Meetings and Executive Board Meetings on the PA website. Dates of Executive Board Meetings will be published on the PA website no later than October of each year.

d. The Corresponding Secretary is responsible for issuing all notices required by these bylaws to the Membership, personally or by proxy.

e. The Corresponding Secretary is responsible for the PA calendar that is published on the PA website, personally or by proxy.

f. The Corresponding Secretary is responsible for maintaining the PA contact lists and message services.

g. The Corresponding Secretary may serve as chair or as a member of the Communications Committee. The Corresponding Secretary will serve as an *ex-officio* member, if not an official member of the committee.

#### **IV.4.6 Treasurer**

- a. The Treasurer is responsible for all financial affairs and funds of the PA and will keep a full and accurate account of receipts and disbursement in books belonging to the PA. The Treasurer or Assistant Treasurer will deposit all money and other valuables in the name and to the credit of the PA in such depositories as may be designated by the Executive Board.
- b. The Treasurer will adhere to and implement all financial procedures established by the PA. The Treasurer will disburse the funds of the PA as authorized by the Annual Budget adopted by the Membership, taking proper vouchers for such disbursements. All such disbursements, whether made by check, draft, electronic check or other orders for the payment of money, will be signed by two signatories, one of which will be the Treasurer, or in his/her absence, the Assistant Treasurer.
- c. The Treasurer may serve as chair or as a member of the Appropriations Committee, Financial Operations Committee or any Budget Committee. If the Treasurer cannot serve on the committees, the Assistant Treasurer will serve in his/her place. The Treasurer will serve as an *ex-officio* member, if not an official member of the committees.
- d. The Treasurer, or Assistant Treasurer, will provide an account of all transactions and of the financial condition of the PA at Regular Meetings of the Executive Board and at General Meetings of the Membership, or upon request of the President or Executive Board.
- e. The Treasurer will prepare an Interim Financial Report on the financial status of the PA no later than January 31 of each school year, including income, surplus, expenditures and any unpaid or outstanding financial obligations of the PA. This Interim Financial Report must be filed with the Principal at his/her office no later than January 31 and must also be disseminated to the General Membership in a timely fashion or at a General Meeting.
- f. The Treasurer will also prepare a projected or estimated Annual Financial Accounting for the entire school year and present it in the same manner as the Interim Financial Report, no later than the June General Meeting. The formats for the Interim and Annual Financial Reports must comply with the templates provided by the NYC Department of Education.
- g. The Treasurer must present the Audited Financial Report to the General Membership within one month of its completion, but no later than the January General Meeting of the immediately following fiscal year. The Treasurer will serve as principal contact with the independent CPA/auditor for an annual audit and will be responsible for submitting all reports required by applicable governmental rules and regulations.
- h. While any parent is qualified to run for, and be elected, Treasurer, it is highly recommended that candidates for Treasurer have prior experience serving as Assistant Treasurer or be qualified, by education or experience, to perform accounting and financial reporting duties.

#### **IV.4.7 Assistant Treasurer**

- a. The Assistant Treasurer works with and under the supervision of the Treasurer.
- b. The Assistant Treasurer may serve as chair or as a member of the Financial Operations Committee. The Assistant Treasurer will serve as an *ex-officio* member, if not an official member of the committee.

- c. If the Treasurer is temporarily unavailable to perform their duties, the Assistant Treasurer will fill his/her position on an interim basis. If the Treasurer is removed from office or can no longer perform their duties, the Assistant Treasurer will become Treasurer, serving the remainder of the unexpired term of the Treasurer. The Executive Board will nominate a new Assistant Treasurer to fill the vacancy for the remainder of the unexpired term, subject to ratification by the General Membership.
- d. The Assistant Treasurer, in the absence of the Treasurer, shall be one of the two signatories on checks, draft, electronic check or other orders for the payment of money.
- e. The Assistant Treasurer, in the absence of the Treasurer, will provide an account of all transactions and of the financial condition of the PA at Regular Meetings of the Executive Board and at General Meetings of the Membership, or upon request of the President or Executive Board.
- e. The Treasurer or Assistant Treasurer will deposit all money and other valuables in the name and to the credit of the PA in such depositories as may be designated by the Executive Board.
- f. While any parent is qualified to run for, and be elected, Assistant Treasurer, it is highly recommended that candidates for Assistant Treasurer be qualified, by education or experience, to perform accounting and financial reporting duties.

#### **Section IV.5. Duties of School Leadership Team Delegates**

**IV.5.1** School Leadership Team Delegates represent the PA on the School Leadership Team.

**IV.5.2** It is the responsibility of the School Leadership Team delegates to solicit issues and ideas from the Executive Board and the general membership, to attend SLT meetings, to represent to the SLT, as appropriate, issues and ideas raised by the Executive Board and the general membership, and to report back to the Board and the membership on the activities and progress of the School Leadership Team.

#### **Section IV.6. Duties of Members-At-Large**

**IV.6.1** Members-At-Large represent their respective class constituencies in the PA.

**IV.6.2** Members-At-Large will attend Executive Board Regular Meetings, General Membership Meetings and other PA events to support and make connections with PA members.

**IV.6.3** Members-at-Large must be actively involved in at least one PA committee of their choosing. Additionally, Members-at-Large may be asked to assist in the performance of such PA work as may be identified by the President.

#### **Section IV.7. Transition; Records**

**IV.7.1** The outgoing Executive Board will arrange for the orderly transfer of records and information of the PA, including an overview of PA transactions for the past school year, to the incoming Executive Board. The Executive Board will convene a meeting in June for this purpose. The Executive Board June Regular Meeting may be used for this purpose.

**IV.7.2** Each officer and each committee chair will transfer all records and property of the PA to the incoming President at the end of the school year to be placed on file in the PA office.

**IV.7.3** Financial records of the PA will be retained for at least seven years and will be disposed of only with the approval of the independent CPA/auditor.

**IV.7.4** Non-financial records of the PA, to include meeting notices, agendas and adopted minutes of PA Executive Board and General Meetings, any authorized video/audio recordings of meetings, Bylaws and related amendments, and records of officer elections other than ballots (e.g., Election Certification Form) will be maintained in the office of the PA for a minimum of six years either in physical form or in electronic form, accessible from the PA office.

#### **Section IV.8. Chairing of Committees**

Any Member of the General Membership, including Members of the Executive Board, may chair any committee or subcommittee of the PA. However, the President and Members of the PA who are employees of the school may not chair any Standing Committee.

#### **Section IV.9. Spring Election**

**IV.9.1** The Spring election shall be held at a General Membership Meeting that will take place between the second Monday in May and the second Friday in June. The Executive Board must notify the Principal of the date and time of the annual elections by April 1.

**IV.9.2** Elections for the following positions shall be held at the Spring election:

**a. Officers:**

President or Co-Presidents  
First Vice-President  
Second Vice-President  
Recording Secretary  
Corresponding Secretary  
Treasurer  
Assistant Treasurer

**b. School Leadership Team Delegates:**

Senior Parent Delegates - One (1)  
Junior Parent Delegates - Two (2)  
Sophomore Parent Delegates - Two (2)

Additionally, one SLT Alternate will be elected, as described in Section IV.1 for each of the Senior, Junior and Sophomore Parent Delegates.

#### **IV.9.3 Nominating Committee**

a. A Nominating Committee will be formed yearly for the purpose of reaching out to the PA General Membership, in appropriate languages, to recruit candidates for the elected positions of the PA. The Committee must publicize the election in multiple ways to attempt to attract a diverse and representative group of candidates. The Nominating Committee will be responsible for conducting Spring Elections, and assist with Fall Elections. If possible, ballots should contain instructions in the languages spoken by parents, as appropriate.

- b. Notice of the formation of the Nominating Committee will appear on the PA website and/or in the weekly member emails at least 10 school days prior to the April General Membership Meeting.
- c. The Nominating Committee will consist of a minimum of three and a maximum of seven members. A minority of the Nominating Committee will be selected by the Executive Board, subject to ratification by the general membership at the April meeting. None of the members of the Nominating Committee may be mandatory officers or planning to run for office. School staff are not eligible to serve as members of the Nominating Committee, even if they have a child in the school. Individuals whose employment is located at the school, but who are paid by a non-DOE funding source for a program that is not part of the regular school day are exempted from this restriction.
- d. Members of the Nominating Committee are not eligible to stand for any office.
- e. At its first meeting, the Nominating Committee will select one/two of its members to serve as Chair/Co-chairs.
- f. The Nominating Committee will canvass the Membership for nominations for candidates for the positions for which elections will be held.
- g. General Members may nominate themselves or other Members. The Nominating Committee will ensure that all nominees are eligible to serve in the positions for which they are nominated and will include all qualified candidates on the ballots.
- h. At the April General Meeting the Nominating Committee will announce the Spring elections and invite nominations to be made to the Nominating Committee until 11:59 p.m. of the day that is 7 days before the date of the General Meeting at which elections will be held. If the Nominating Committee receives no nominations for one or more PA offices or SLT representatives, the Nominating Committee may extend the deadline for receiving nominations to no later than 2 days before the day of the election. Any extension must be posted on the PA website and a notice emailed to Members within 24 hours of the original deadline.

#### **IV.9.4 Notice**

- a. The Executive Board will draft a written notice of Election Meeting in compliance with Chancellor Regulation A-660 I.D.5.b. along with a description of the positions to be filled and submit it to the Principal in time for it to be distributed to members at least 10 calendar days before the General Membership Meeting at which the Spring elections will be held.

#### **Section IV.10. Fall Elections**

**IV.10.1** Elections will be held at the September General Meeting but no later than October 15 to fill the following positions:

- a. Officers and School Leadership Team Delegates, including SLT Alternates: Any non-mandatory officer positions or School Leadership Team Delegate positions that were not filled in the Spring election or for which a vacancy has occurred and has not otherwise been filled pursuant to these bylaws.
- b. SLT Freshman Parent Representative - One (1)

c. SLT Freshman Parent Representative: Alternate - One (1)

d. Members-At-Large:

- Senior Parent Member-At-Large – One (1)
- Junior Parent Member-At-Large – One (1)
- Sophomore Parent Member-At-Large Three (3)
- Freshmen Parent Member-At-Large – Five (5)

**IV.10.2** Nominations for these positions will be accepted until 11:59 p.m. of the day that is 7 days before the September Meeting. If no nominations are received for one or more grade levels or the SLT representative position, the deadline for receiving nominations may be extended to no later than 2 days before the day of the election. Any extension must be posted on the PA website within 24 hours of the original deadline. If after nominations have closed there is still no candidate for a position, nominations for that position may be accepted from the floor the night of the election.

**IV.10.3** The First Vice-President and Second Vice-President will conduct the Fall elections.

**IV.10.4** The Executive Board will draft a written notice of Election Meeting in compliance with Chancellor Regulation A-660 I.D.5.b. and submit it to the Principal in time for it to be distributed to members at least 10 calendar days before the election meeting.

**IV.10.5** Notice of the Fall election, and a description of positions to be filled, will be distributed to Members not less than 10 calendar days prior to the date of the September meeting.

#### **Section IV.11. Elections and Ballots**

**IV.11.1.** Elections must only be conducted in an in-person meeting or a meeting on a virtually remote platform. Conducting elections in a hybrid meeting is not permitted. Voting during an in-person meeting may be conducted through electronic means without being considered a hybrid meeting.

**IV.11.2** Each candidate for contested office will have a minimum of 30 seconds to speak on their own behalf prior to vote. The specific time allotted may be longer and will be determined by the Nominating Committee for the Spring General Election and by the Executive Board for all other elections. All candidates must be given an equal opportunity to participate in all mechanisms for addressing the membership. If a candidate is not present at an Election, another member may read the candidate's statement.

**IV.11.3** Unless another procedure has been approved by the Executive Board and specified in writing to candidates no less than 10 calendar days before an election, the following procedure will apply to campaign literature: Candidates may provide a short statement of no more than 150 words, or as the Executive Board otherwise determines in advance of the election, to be distributed by the PA without endorsement electronically, and/or posted on PA social media or websites, at least 24 hours before the election. Guidance should be provided to candidates about when they should submit information. Each candidate will be provided with the number representing their name on the Ballot and that number must appear at the top of their written information. All candidate statements must be appropriate. Inappropriate material includes material that is disparaging, defamatory, obscene, or disruptive to the educational process.

**IV.11.4** No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, PA executive board, or PA

committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year.

**IV.11.5** Voting will be by secret ballot. Ballots will be distributed to Members as they sign the sign-in sheet for the General Meeting at which the election is being held. For virtual remote platform (VRP) elections, a VRP polling feature, Google form or other electronic voting mechanism may be utilized. Voting by proxy, absentee ballots, or email is not permitted. The Principal or designee (who must be a school employee) must verify each individual's eligibility to vote before counting each individual's ballot. A process to verify member eligibility must be determined in cooperation with the school administration prior to the election meeting that best suits the school community. Verification may include, but is not limited to, the use of a unique code for eligible voting members, or a pre-registration process.

**IV.11.6** For those positions for which there is only one candidate, election shall be by motion. This will be included in the minutes.

**IV.11.7** Ballots will be prepared with the names of the candidates appearing on the Ballot in alphabetical order, with the associated candidate number, under the title of the position for which they are nominated.

**IV.11.8** Ballots will be counted immediately following the election. For in-person elections, this will be done in the meeting room or in the Principal's office, with at least three observers from the general membership present. For VRP elections, votes will be tabulated within the chosen electronic voting mechanism by a member (or members) of the Nominating Committee, with further verification of ballots by the Principal or designated school employee (as described in Section IV.11.5). The Nominating Committee or the President will announce the results as soon as practicable after the votes have been tabulated provided that the number of votes for each candidate will not be included in the announcement.

**IV.11.9** Ballots will be retained for one year in the PA office.

**IV.11.10** For VRP voting, a printed record of electronic ballots must be maintained among the records of the PA and be made available upon request. Records of VRP votes must be retained by the PA for one year or until the determination of any grievance filed concerning the election, whichever is later.

**IV.11.11** Election results must be recorded on the PA/PTA Election Certification Form, signed by the Principal or his/her designee, before the election meeting is adjourned. The designee must be a school employee other than the parent coordinator. By signing the Election Certification Form, the Principal or designee certifies that the nomination and election process was conducted in accordance with Chancellor Regulation A-660 and these Bylaws. The signed certification form must be retained by the PA, with a copy filed in the Principal's office and with the appropriate superintendent. The Principal, parent coordinator, or school web master must update the School Parent Leader Contact Information System (SPLCI), accessible through the Principal's Portal, within 5 calendar days of the election.

## **Section IV.12. Vacancies**

**IV.12.1** Officer vacancies must be filled by succession or election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary and immediately turn over all PA records. When an officer vacancy is created by resignation or removal, the PA Executive Board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession or special election, or expedited election.

**IV.12.2** Officers may choose to retain their positions and not succeed to a vacant office. In the event an officer chooses to retain their position, the option to succeed into the vacancy moves to the next officer in the succession hierarchy. Any mandatory offices (i.e., President, Treasurer, and Recording Secretary) that remain vacant after the order of succession has been followed must be filled by means of an expedited election.

**IV.12.3** If one or two mandatory officer vacancies cannot be filled by succession prior to the start of the school year, the remaining Executive Board members must conduct an expedited election to fill all mandatory officer vacancies by October 15. If all three mandatory offices are vacant and cannot be filled by succession prior to the start of the school year, the Principal must follow the process for reestablishing the PA outlined in the A-660 Section I.B.

**IV.12.4** If a mandatory office becomes vacant after the start of the school year and cannot be filled by succession, the expedited election process outlined in the A-660 must be followed. If a non-mandatory office becomes vacant after the start of the school year and is not filled by succession, the Executive Board may conduct either an expedited election or a special election that follows the format and process of a Fall Election as described in Section IV.10.

**IV.12.5** Upon the resignation or removal of a Co-President, the remaining Co-President must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

**IV.12.6** The ranking of officers for succession purposes shall be 1) First Vice President, 2) Second Vice President, 3) Recording Secretary, 4) Corresponding Secretary, 5) Treasurer, 6) Assistant Treasurer.

**IV.12.7** In the event of a vacancy in a School Leadership Team Delegate position, the Alternate Delegate for the same class shall succeed to the position. If the School Leadership Team Delegate position is not filled by succession, the Executive Board may conduct either an expedited election or a special election that follows the format and process of a Fall Election as described in Section IV.10.

### **Section IV.13. Disciplinary Action**

**IV.13.1** Grounds for removal from office for any elected Executive Board Member include:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV.4.
- b. Any officer who accrues 3 consecutive unexcused absences from the Executive Board.
- c. Any officer who poses a threat to the safety and well order of the PA or larger school community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits a violation of laws, policies, rules and regulations or threatens the rights of students, parents and staff may be removed from office by the recommendation of the investigatory entity.

**IV.13.2** The President may remove (i) a Committee Chair with the approval of the Executive Board; (ii) a Subcommittee Chair after consultation with the Chair of the Committee to which the Subcommittee reports; or (iii) a Special Committee Chair at any time.



**IV.13.3** PA officers may be removed for unsatisfactory performance by recommendation of the Executive Board or a motion from a member and two thirds vote of the membership. Any elected Executive Board Members accused of misconduct or neglect of duty may be removed only after:

- a. A motion is presented by any PA Member during any General Meeting to appoint a Review Committee. The motion must be approved by a simple majority of the General Membership present and voting.
- b. The majority of the Review Committee must be from the General Membership.
- c. The Review Committee must conduct its Review according to Department of Education guidelines.
- d. The Review Committee must investigate and report its findings to the General Membership within 30 days.
- e. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed. The Membership present at the meeting will decide by a two-thirds vote to remove or absolve. The PA notice of the General Meeting must cite that a vote will be taken by the Membership regarding disciplinary action.

**IV.13.4** In the event that the Treasurer is the subject of a review, the Executive Board shall appoint the Assistant Treasurer to fulfill all the functions of the Treasurer until such time as the Treasurer is absolved or a new Treasurer is elected.

## **Article V - Executive Board**

### **Section V.1. Purpose**

**V.1.1** The PA will have an Executive Board (the "Executive Board" or "PA Executive Board") whose duty it is to plan and direct the work necessary to carry out the programs and policies adopted by the General Membership.

**V.1.2** The Executive Board must meet with the Principal at least four times a year. These meetings may be regularly scheduled or ad hoc meetings and may include Executive Board Meetings or General Membership Meetings.

### **Section V.2. Powers**

The Executive Board governs itself and the PA, consistent with these Bylaws, Department of Education rules and guidelines and applicable law. The Executive Board will have and may exercise only those additional powers and authority specifically conferred to it by the General Membership of the PA. All decisions made at Executive Board meetings (except for routine administrative matters) are subject to ratification by the General Membership at the next General Meeting.

### **Section V.3. Executive Board Composition**

**V.3.1** Beginning on July 1, the Executive Board will consist of the seven newly elected Officers of the PA (eight if there are Co-Presidents) and the five newly elected School Leadership Team Delegates and their alternates.

**V.3.2** Upon conclusion of the Fall election, the ten newly elected Members-At-Large and the one newly elected Freshman School Leadership Team Delegate will join the Executive Board.

**V.3.3** Chairs of PA Standing Committees will become members of the Executive Board upon ratification of their appointment by the General Membership.

**V.3.4** Members of the Executive Board are expected to attend all Executive Board meetings and General Membership Meetings.

#### **Section V.4. Voting**

**V.4.1** Each elected officeholder, including both Co-Presidents, shall have one vote.

**V.4.2** Each Chair of a Standing Committee will have one vote. However, if a Standing Committee has Co-Chairs, one vote will be split equally among the Co-Chairs. If a Co-Chair is also an elected officeholder with one vote of his or her own, the remaining Co-Chair(s) will have the full one vote allotted to that Standing Committee. In any event no member will have more than one vote. SLT delegates will also have one vote. SLT Alternate Delegates cannot vote, unless acting in the stead of an SLT Delegate from the same class and/or the SLT Alternate is serving in some other capacity on the Executive Board with a voting right.

**V.4.3** Members must be present to vote, either in person or remotely. Voting by proxy is not permitted.

## **Article VI - Meetings**

### **Section VI.1. General Membership Meetings**

**VI.1.1** General Meetings of the PA will be held monthly from September through June. A minimum of nine meetings is required to be held each year. Meetings shall be held on either the second or the third Tuesday of each month commencing at 7:00 p.m. unless notice is given to PA members of another date or time.

**VI.1.2** Notice of the upcoming General Meeting will be posted on the PA website and announced in PA newsletters at least 10 calendar days before each General Meeting.

**VI.1.3** A calendar of the PA General Meetings for the full year will be available no later than the September General Meeting and will be posted on the website.

**VI.1.4** All parents (as defined in Article III, Sec. I) may attend and participate at meetings, and may speak to agenda items, and participate subject to restrictions in these Bylaws.

**VI.1.5** Individuals who are not members of the PA may attend as observers but may speak and otherwise participate only at the discretion of the chair.

### **Section VI.2. Special Membership Meetings**

**VI.2.1** The President may call a Special Meeting of the Membership when deemed necessary.

**VI.2.2** A Special Meeting may also be called by Members by submission of a petition to the Corresponding Secretary. The petition must specify the agenda and be signed by at least fifty Members.

**VI.2.3** Notice of any Special Meeting must specify the agenda for such a meeting and the agenda must be sent to the entire Membership. The meeting may take place no earlier than 48 hours after written notice has been made to the Membership and must occur within 10 calendar days of the notice or valid petition.

### **Section VI.3. Executive Board Meetings**

**VI.3.1** The Executive Board will hold Regular Meetings on the first or second Tuesday of each month from September to June at 6:30 p.m. unless notice is given to PA members of another date and time. The first Regular Meeting of the Executive Board will take place prior to the first General Meeting of the PA. All Regular Meetings of the Executive Board are open to General Members, who should be allowed to speak when recognized by the meeting chair but may not vote. Individuals who are not members of the PA may attend only at the discretion of the chair. Minutes of Executive Board Meetings will be kept by the Recording Secretary. The Executive Board may hold other meetings as it deems necessary with proper notice to the Executive Board Members.

**VI.3.2** Dates of Executive Board Regular Meetings for the remainder of the school year will be posted on the PA website.

### **Section VI.4. Special Meetings of the Executive Board**

**VI.4.1** A Special Meeting of the Executive Board may be called by the President, as necessary.

**VI.4.2** A Special Meeting of the Executive Board may also be called by a specific request of at least five members of the Executive Board and filed with the Corresponding Secretary.

**VI.4.3** The Recording Secretary will notify all Executive Board members by email or phone of such meeting, as well as posting a notice to the general membership. This notice will specify all agenda items for the Special Meeting of the Executive Board. The meeting may take place no earlier than 48 hours after notice has been given.

**VI.4.4** Special Executive Board meetings are open only to PA Members; individuals who are not members of the PA may attend only with the approval of the Executive Board.

### **Section VI.5. Quorum**

**VI.5.1** General Membership Meetings – Eight members including at least two Executive Board Members present will constitute a quorum for a duly constituted meeting of the PA. During hybrid meetings, members participating from remote locations may be counted towards quorum. At least one Executive Board Member must be present at Stuyvesant to conduct a meeting in a hybrid format.

**VI.5.2** Executive Board Meetings - Eight of the elected members of the Executive Board will constitute a quorum for all Executive Board Meetings. During hybrid meetings, members participating from remote locations may be counted towards quorum.

**VI.5.3** Information Meetings sponsored by the PA, such as financial aid seminars for example, are not considered official meetings and do not require notice or quorum. However, every effort will be made to provide ample notice to the Membership of Information Meetings and to encourage attendance.

### **Section VI.6. Order of Business**

**VI.6.1** The order of business at General Meetings will conform to *Robert's Rules of Order, As Revised*, adapted as follows:

1. President's Report and Announcements
2. Presentation of Minutes of previous General Meeting
3. Report of the Treasurer
4. Standing Committee Reports (upon request)
5. School Leadership Team Report
6. Special Committee Reports (upon request)
7. Old Business
8. New Business
9. General Program or Featured Speaker
10. Discussion Period

**VI.6.2** The PA often invites featured speakers to give a presentation to the Membership at its monthly General Meetings. As a courtesy to accommodate the guest speaker, the order of business may be altered by motion and a simple majority vote of the Membership present and voting, to move the General Program earlier in the order of business. If there is no General Program, the above order is to be followed.

### **Section VI.7. Location of Meetings**

Meetings may be in-person at Stuyvesant, hybrid (in-person/virtual), or virtual on a platform that allows for a dial-in option. The in-person part of the meeting (including when hybrid) must be physically convened at Stuyvesant in a location that is accessible to people with disabilities. Under no circumstances are PA meetings to be held in private residences.

## **Article VII - Committees**

### **Section VII.1. Standing Committees**

**VII.1.1** The President will appoint all Standing Committee chairs after discussion with the Executive Board and with approval of the General Membership. Co-Chairs may be appointed.

**VII.1.2** The Chairs of Standing Committees are Members of the Executive Board and may vote on Executive Board issues.

**VII.1.3** The Chairs of the Standing Committees will collaborate and cooperate with other Standing Committees or Special Committees on issues that are related or interdependent.

**VII.1.4** The Standing Committees will make appropriate recommendations to the Executive Board and General Meetings for approval of actions by the PA.

**VII.1.5** The Standing Committees are:

- a. *Academic Affairs* This committee is responsible for devising strategies, addressing matters related to academic rigor, seeking implementation to ensure integrity and equitable treatment of students as well as other issues relevant to the academic experience and environment at Stuyvesant.
- b. *Appropriations* This committee is responsible for soliciting, reviewing and evaluating requests for funding from student leaders, teachers, coaches, and other school staff at least twice per year. The committee will present its recommendations for funding to the Executive Board for their concurrence and then to the General Membership for approval. The Appropriations Committee will consist of at least six members.
- c. *College Committee* This committee provides support for families related to the college admissions process. It also partners with the College Office to provide the necessary assistance for College Night.
- d. *Communications* This committee is responsible for communicating information to the General Membership. This includes supporting the Corresponding Secretary in the publication of a newsletter, managing the email forwarding accounts and maintaining the PA website and applicable social media. Sub-committees may be formed to attend to these functions.
- e. *Diverse Learners Committee* This committee supports and advocates for Stuyvesant's diverse learners, by understanding the challenges faced by diverse learner students, staff, and families. The committee is responsible for working with the school community to identify opportunities to enhance the learning environment to meet students' needs.
- f. *Financial Operations Committee* This committee executes the financial policies and procedures that protect the assets of the PA, maintain accurate records of the PA's financial activities and ensure compliance with federal, state and local legal and reporting requirements and with the PA Bylaws. The committee works closely with the appropriations and budget committees and all other committees to the extent they require invoices to be paid or have expenses that must be reimbursed, or develop plans for PA revenue and spending as part of the PA budgeting process.
- g. *Fundraising* This committee is responsible for planning and execution of various fundraising activities. Scope of committee work includes, but is not limited to, the annual appeal campaign, matching gifts coordination, sponsorship and cashback reward programs.
- h. *Grant-Writing* This committee will be responsible for working with the Principal, school administration and PA leadership to identify and prioritize school needs, identify potential funders, solicit grants, and steward external funders. This includes researching, writing, and submitting grant proposals and applications. Works closely with the Fundraising Committee.
- i. *Health and Safety* This committee is responsible for helping to ensure the health and safety of Stuyvesant students and all members of the Stuyvesant community. It addresses short-term and long-term concerns that may be brought to its attention by parents. One or more members of this committee may be designated to serve on the school wide safety committee and to act as liaison(s) between that committee and the PA.
- j. *Hospitality* This committee is responsible for refreshments at General Meetings, PA Special Meetings and PA Events.

k. *Independent Research* This committee supports student independent research and school research programs and staff and promotes the celebration of science throughout the Stuyvesant community.

l. *Membership Outreach* This committee is primarily responsible for increasing the level of participation, interaction and engagement for non-native English-speaking parents.

m. *Programs* This committee is responsible for the arrangement and coordination of featured speakers for the PA General Meeting programs. The committee also sets up special workshops throughout the school year as appropriate.

n. *Reception* This committee is responsible for organizing special PA sponsored receptions. Examples of receptions may include Faculty Receptions on Parents Teacher Conferences (PTC) days and College Night reception for College Admission officers.

o. *Senior Events* This committee is responsible for planning and implementing various activities to create a celebratory and memorable experience for graduating families. This committee will also assist the school administration as needed with the preparation for a successful graduation ceremony.

p. *Spirit Wear* This committee is responsible for procuring and selling school branded apparel and merchandise.

q. *Spring Gala* This committee is responsible for planning and implementing the PA's annual Spring Gala or similar community/fundraising event as determined by the Executive Board.

r. *Technology* This committee is responsible for helping to identify, investigate, assess, advocate, and implement better technology solutions for the PA and the School. The committee may be involved in understanding needs, analyzing alternatives, making recommendations, and supporting tech-based initiatives as needed.

## **Section VII.2. Special Committees and Subcommittees**

**VII.2.1** The President may establish a Special Committee for the purpose of performing a given task not previously delegated to or within the powers of a Standing Committee. The chairs of Special Committees will render reports when the Executive Board or the General Membership requests. The term of existence of any Special Committee will cease when it has completed its function and submitted its final report to the General Membership. The final report should be submitted no later than sixty days following completion of the work of the Special Committee. Regularly recurring examples of Special Committees include the following:

a. *Bylaws* This special committee shall meet every 3 years or within a year of an imposed change to Regulation A-660.that is established by the NYC DOE. Purpose is to review and update, as necessary, the PA Bylaws in compliance with the A-660 regulations, taking into account the specific interests, needs and events of Stuyvesant and PA. This committee should also review proposed changes to Regulation A-660 and participate in the public comments.

b. *Budgeting* This committee is responsible for drafting budgets, gathering input and feedback, and presenting budgets to the Executive Board and General Membership for review and approval. The Budgeting Committee members are appointed by the PA President and must include the PA President and Treasurer.

c. *Nominating*. Please refer to Section IV.9.3

d. *Phonathon* This is a special sub-committee of Fundraising formed to plan and hold annual events to reach out to recipients via phone and/or call center to seek donations to the PA.

**VII.2.2** With the consent of the President, the chair of any standing or special committee may form subcommittees to assist the committee perform its work.

**VII.2.3** Formation of a subcommittee shall consist of (i) appointment of a chair or co-chair of the subcommittee; (ii) if desired, the appointment of subcommittee members; and (iii) written or verbal communication of the goal, task or purpose of the subcommittee to the subcommittee chair.

**VII.2.4** Chairs of Special Committees or Subcommittees are not members of the Executive Board, unless they serve in some other capacity as Executive Board members.

## **Article VIII - Financial Affairs**

### **Section VIII.1. Fiscal Year**

The fiscal year of the PA will be from July 1 to June 30.

### **Section VIII.2. Signatories**

**VIII.2.1** All checks require two signatures. One signatory will be the President, or in the President's absence, the First Vice-President, or in the First Vice-President's absence, the Second Vice-President. The second signatory will be the Treasurer, or in the Treasurer's absence, the Assistant Treasurer. No two officers related by blood or marriage or from the same household may sign together.

**VIII.2.2** No payments shall be issued without first checking bank balances and book balances for adequate funds to cover the check. The Treasurer is responsible for fulfilling this responsibility in a timely fashion and ensuring that minimum balances are maintained in PA accounts. Treasurer shall report to the Executive Board immediately if there is a risk that the necessary balances are not being maintained.

### **Section VIII.3. Budget**

**VIII.3.1** The PA shall have a fiscally responsible annual budget, with expenditures not significantly exceeding reasonably projected revenue, which should reflect the immediate and strategic priorities of the school and the PA and which should be based on experience of prior years.

a. The Executive Board must propose, and the Membership shall approve, a PA budget for the following school year no later than the June General Meeting. The Budget presentation will include an estimate of anticipated expenses and revenues for the following year, as well as a comparison of the proposed Budget with revenue and expenses for the current year.

b. The incoming Executive Board must review the PA budget during the September Regular Meeting. The President and Treasurer must review the budget periodically and can propose amendments to the Executive Board.

c. The budget may include a line-item *Executive Fund* of no more than \$1,000 from which the President can provide money to support school purposes or functions. The President will report

any expenditure from the *Executive Fund* at the next Executive Board Meeting. The *Executive Fund* may be replenished by amending the Budget with a vote of the General Membership.

**VIII.3.2** The Budget may be amended by vote of the Membership at any General Meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.

**VII.3.3** Emergency Expenditures are warranted when 1) the time between discovery of the need and the deadline for action is insufficient for approval through normal procedures, and 2) a majority of the elected members of the Executive Board have been notified of the situation and concur with the Emergency Expenditure.

a. An Emergency Expenditure may not exceed 1% of the previously approved total annual Budget, with approval by two-thirds of the Executive Board members present and voting.

b. A full accounting of the funds used and the emergency need must be given to the Membership at the next General Meeting. At the next general membership meeting following the emergency expenditure, the Membership will vote on whether the emergency expenditure was an appropriate use of the funds.

#### **Section VIII.4. Financial Reporting**

**VIII.4.1** The Treasurer will prepare an Interim Financial Report by January 31, and an Annual Financial Report by the June General Meeting. Copies of these reports shall be provided to the Principal. In addition, the Treasurer will perform a monthly bank reconciliation and will work with the Accountant to ensure that IRS1099s are issued and that IRS 990 forms and CHAR500 forms are filed. Copies of these items will be available for review by the Executive Board, the General Membership, and the Principal.

**VIII.4.2** Copies of the January and June Financial Reports must be submitted to the Membership at the General Meetings in February and June, and to the Principal in accordance with Department of Education regulations. The Parent Coordinator will file the report.

**VIII.4.3** The Treasurer will work with the PA's designated independent CPA/Auditor to prepare an Audited Financial Report, which the Treasurer will submit to the General Membership.

**VIII.4.4** The Treasurer will present to every regularly scheduled meeting of the Executive Board and Membership a report of the PA's budget versus year-to-date expenditures and revenue and cash balances. Copies of the report will be made available to the Principal and made accessible in the PA office.

#### **Section VIII.5. Internal Audit and Independent CPA/Auditor**

**VIII.5.1** As long as PA revenues remain above \$50,000, as recommended by the A-660, the PA will retain the services of an independent CPA or person with appropriate professional experience. An independent CPA/auditor will be engaged each year to prepare the Audited Financial Report of the PA. Such independent CPA/auditor will be a Certified Public Accountant and a member in good standing of the American Institute of Certified Public Accountants. This individual must not be a member of the PA, a relative of any PA member, or have any direct or indirect interest in the PA's funds. The Treasurer will recommend to the Executive Board the engagement of a specific independent CPA/auditor. Once the Executive Board has approved a specific independent CPA/auditor, the recommendation will be submitted



to the General Membership for their approval at the next General Meeting. The Treasurer will then be authorized to engage said independent CPA/auditor to prepare the Audited Financial Report.

**VIII.5.2** If PA revenues are below \$50,000, the following procedures shall apply. The PA should form an Audit Committee and conduct an internal audit. The Audit Committee must be selected by the general membership and be comprised of a majority of general members. Signatories of PA checks may not serve on or guide the work of the Audit Committee. The audit must include a review of PA financial records. Such internal audit should be conducted once every year, preferably before submitting the PA Annual Financial Report. However, failure to conduct an internal audit is not a reason to delay the filing of the Annual Financial Report. An internal audit should also be conducted whenever there is a change in the person holding the office of treasurer. The Audit Committee's findings must be reported to the membership at the next general membership meeting and recorded in meeting minutes. The Audit Committee must provide a copy of their findings to the Principal.

**VIII.5.3** If a PA audit (internal or external) reveals financial discrepancies or wrongdoing, a written statement by the Audit Committee or auditor must be forwarded to the Family and Community Empowerment (FACE) team of the NYC DOE. Copies of the statement must be provided to the PA membership. The PA must also send copies to the Principal.

#### **Section VIII.6 Financial Procedures and Internal Controls**

**VIII.6.1** The Treasurer shall be responsible for all funds of the PA and shall maintain a general ledger for PA revenues and expenses that is accurate, current and in a form consistent with these Bylaws and applicable Regulations of the Chancellor. The Treasurer shall maintain documentation related to every financial transaction. All financial records of the PA including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be securely maintained either physically on school premises or electronically and accessible in the PA office.

**VIII.6.2** Each year, the Executive Board will designate two of its members to review the PA bank statements. The persons so designated will be Board Members who are not empowered to authorize or sign for any type of expenditure or disbursement. They will review the PA bank statements and the reconciliation to the general ledger at least quarterly.

#### **VIII.6.3 Bank Accounts**

a. A checking account shall be maintained in the name of the PA. All PA funds must be deposited into the checking account. PA bank statements will be reconciled monthly to the general ledger by the Treasurer or the Assistant Treasurer, if so designated by the Treasurer.

b. The PA may establish online access through the bank's online bill payment system for goods and services rendered using an email ID set up specifically for PA business. Linking the PA bank account to a personal bank account is prohibited.

c. The PA must not possess or use withdrawal slips. PAs must not use the bank/debit card to withdraw funds from an Automated Teller Machine (ATM). Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.

d. The PA may receive and have use of a bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online. Bank/debit card transactions must receive approval of the general membership. A disbursement form must accompany the transaction and be signed by two officers. Bank/debit cards must not

be used for the following items: (i) third party mobile applications (i.e., mobile phone wallets, or any other electronic device), (ii) direct donations, (iii) out-of-pocket reimbursements, (iv) cash withdrawals from an ATM, and (v) receiving “cash-bank” or a “cash refund” from an ensuing transaction. Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.

e. Any accounts other than the mandatory PA checking account must be authorized by a vote of the membership and must be in the name of the PA. However, the primary PA checking account must be used for all transactions, including deposits and withdrawals.

#### **VIII.6.4 Handling of Checks, Cash and Money Orders**

a. PA funds that are cash, checks or money orders must be deposited by an authorized Executive Board member, generally the Treasurer or Assistant Treasurer, within 3 business days of receipt. If a deposit will not be made within 1 business day, the Executive Board must ensure that any cash is secured in a locked location on school premises and should be made to deposit those funds within three business days.

b. The counting and handling of any cash, checks, or money orders received by the PA must be completed by at least 2 members of the PA. These PA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PA's financial records must display the total amount of funds and the signatures of the PA members who participated in counting the funds.

c. No checks may be made out to “cash” or “petty cash”. Individuals may be reimbursed for reasonable out of pocket expenses up to \$5,000, so long as they have permission in advance from the relevant officer or committee chair. Individuals must provide receipts within 90 days. Reimbursement is only by check.

#### **VIII.6.5 Financial Procedures**

The Treasurer shall review PA procedures for handling deposits, making payments, budgeting, and maintaining records each September, and work with the appropriate committees to update procedures as required to maintain fiscal soundness. Members of committees may propose changes to procedures at any time. These changes should be reviewed and discussed with the Treasurer before being implemented.

## **Article IX - Amendments**

### **Section IX.1. Process for Making Amendments**

**IX.1.1** These Bylaws may be amended at any General Meeting of the PA by a two-thirds vote of the Members present and voting, providing the amendment has been presented in writing to the Membership prior to the General Meeting. Proposed amendments must also be posted on the PA website as early as possible. Notice of a vote on proposed Bylaw amendments must appear in the notice of the meeting at which a vote on the amended Bylaws is to take place and must also be announced on the website and through the newsletter. Proposed amendments shall be provided in writing or otherwise conveyed in the major languages spoken by the parent body.

**IX.1.2** Any member may present a motion at a general membership meeting to amend a provision of the Bylaws that is not in compliance with CR A-660. Amendments that bring the Bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership present is required for approval.

**IX.1.3** Amendments are effective immediately unless otherwise stated in the amendment.

### **Section IX.2. Bylaws Review**

A thorough review of these Bylaws must be conducted every three years or whenever the Chancellor updates the A-660 regulations governing the conduct of PAs.

## **Article X - Authority and Compliance**

### **Section X.1. Procedures**

All procedural questions not covered by these Bylaws will be governed by *Robert's Rules of Order, Newly Revised*, provided they are not inconsistent with law, policy, regulation and these Bylaws. The PA will observe all applicable laws, policies, rules and regulations.

### **Section X.2. Disputes**

In the event of a dispute not involving an alleged violation of the PA Bylaws or the Chancellor's Regulations, it will be the responsibility of the Executive Board to attempt to resolve such dispute internally. However, if such a dispute cannot be resolved internally, a grievance or complaint may be made in conformance with the current New York City Department of Education's Chancellor's Regulations.

### **Section X.3. Inconsistencies with DOE Regulations**

In the event the PA Bylaws or any provisions do not conform with those of the Department of Education, as either of them are periodically revised, the rules and regulations promulgated by the Department of Education will be deemed controlling. If the said rules and regulations require that particular language be contained in the PA Bylaws that are not otherwise contained therein, they shall be deemed to include such particular language.