

BYLAWS
of the
Parent-Teacher Association of Frank McCourt High School

Working Draft – For Review and Voting on January 13, 2015

APPROVED BY THE MEMBERSHIP ON [*date of approval*]

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

DATE

OFFICER'S NAME

OFFICER'S SIGNATURE

TITLE

DATE

Article I - Name

The name of the association shall be the Parent-Teacher Association of Frank McCourt High School.

Article II - Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the students; to develop a cooperative working relationship between the parents/guardians and staff of our school; to develop parent/guardian leadership and build capacity for greater involvement; to foster and encourage parent/guardian participation on all levels; and to provide opportunities and training for parents/guardians to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Parents/guardians of students currently attending Frank McCourt High School are automatically members of the Parent-Teacher Association of Frank McCourt High School. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending Frank McCourt High School. Parents of a child who is attending Frank McCourt High School full time while on the register of a citywide program are eligible to be members of the Parent-Teacher Association of Frank McCourt High School. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Membership shall be open to all teachers paraprofessionals, school aides, school secretaries, and food service workers currently employed at Frank McCourt High School.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. However, members shall be encouraged to make a voluntary contribution to the PTA and to participate in PTA activities.

Section 3 Voting Privileges

Each parent or guardian of a child currently enrolled at Frank McCourt High School shall be entitled to one vote. Each teacher and other member of the professional or paraprofessional staff currently employed at Frank McCourt High School shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Article IV – Officers

Section 1 Titles

The officers of the association shall be: president (or two co-presidents), vice president (or two co-vice presidents), treasurer (or two co-treasurers) and secretary (or two co-

secretaries). The association must elect the mandatory officers: president, secretary, and treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent or guardian of a child attending Frank McCourt High School.

Section 2 Terms of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent/guardian members are eligible to run for any office.

Term limits for each officer position of the association shall be two **consecutive** one year terms. An individual who has served the maximum number of terms may be elected to serve an additional term, however, provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

President (or Co-Presidents): The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board. In the event that the association elects co-presidents, the co-presidents must decide who will serve as the presidents' council member and who will serve as the mandatory member of the school leadership team, and inform the general membership.

Vice President (or Co-Vice Presidents): The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The vice-president may be one of the signatories on all checks. The vice-president shall assist with the June transfer of association records to the incoming executive board.

Secretary (or Co-Secretaries): The secretary shall record minutes at all association meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall collaborate with the communications & membership committee chair to coordinate the distribution of association materials and information to current and prospective members, as appropriate. The secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the association's meeting minutes and other records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office and in the PTA office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The secretary shall assist with the June transfer of all association records to the incoming executive board.

Treasurer (or Co-Treasurers): The treasurer shall be responsible for all financial affairs and funds of the association and shall serve *ex officio* as chair of the Finance Committee. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall prepare and present a written financial report at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall be responsible for filing federal and other tax returns, as appropriate, and for preparing such documents as shall be required to maintain the association's status as a 501(c)(3) tax exempt entity. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The nominating committee may recommend that one or more non-mandatory officer position(s) be elected in the fall, with an election to be held by not later than the October meeting of the association. The principal shall be notified of the date and time of the annual election by not later than May 1st and of the date and time of the fall election, if applicable, by not later than October 1st.

Employees of Frank McCourt High School may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending Frank McCourt High School.

4.1. Nominating Committee: A nominating committee must be established during the **March** general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at Frank McCourt High School shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election during a general meeting of the association.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;

- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed before the election occurs;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election.

If a nominating committee cannot be formed, the association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

4.2. Notices: The meeting notice and agenda for the general membership meeting at which the election of officers will be held shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.3. Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of members and observers. There shall be at least two members responsible for counting ballots and recording results.
- Ballots must not be removed from the school. The association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.4. Uncontested Elections: If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.5. Officer Vacancies: All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. An officer who wishes to resign from his/her position once an election has been certified must submit a written resignation to the secretary and immediately turn over any association records for which he/she has been responsible. The ranking of officers for succession purposes shall be: president, vice president, treasurer and secretary.

4.6. Expedited Election Process: Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately

prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 Education Council Selectors

In the case of co-presidents, co-vice presidents, co- secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6 June Transfer of Records

All PTA Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

Section 7 Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings may be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the general membership's consideration. The executive board shall consider the officer's appeal and make a determination as to his/her standing going forward.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the association and chairpersons of the association's standing committees. Officers and committee chairpersons shall be expected to attend all executive board meetings.

Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, generally a week or two in advance of the date of the general PTA meeting, unless such date falls on a legal or religious holiday or when school is not in session, in which case the president shall consult with members of the executive board to identify a date and time that would work for the majority of members.

Section 3 Voting

Each member of the executive board shall be entitled to one vote.

Section 4 Quorum

Three members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

- 1.1. The general membership meetings of the association shall be held monthly, September through June, in accordance with a schedule set forth at the beginning of the school year, unless such date falls on a legal or religious holiday or when school is not in session, in which case the meeting shall be held on an earlier or later date, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.
- 1.2. All meetings, including committee and executive board meetings, must be held on the Frank McCourt High School campus whenever possible. Provided that notice of a meeting is properly posted and contact information shared, executive board and committee meetings may be conducted via teleconference. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate in general membership meetings.
- 1.4. Non-members may attend meetings of association committees, including the executive board, but may speak or otherwise participate only if acknowledged by the presiding officer or committee chairperson.

Section 2 Agenda for General Membership Meetings

The agenda for general business at meetings of the association shall be prepared by the executive board and shall include:

- Review and Approval of Minutes
- President's Report
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business

Section 3 Quorum

The quorum for a general membership meeting must consist of representation by at least 8 association members, including a minimum of 2 executive board members and 6 parent members. There shall be a quorum required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and presented for approval at every general membership meeting. The minutes of any association meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

- 5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 Upon receipt of a written request from ten association members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meetings shall unless otherwise noted be conducted in accordance with *Robert's Rules of Order – Newly Revised*, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees

The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees may be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

- 1.1 **College Readiness:** The college readiness committee shall work in collaboration with Frank McCourt High School leadership to identify and pursue opportunities to enhance college readiness. The college readiness committee shall, among other things, solicit and evaluate proposals from vendors of test prep services, negotiate the terms of an agreement to purchase test prep services, assist with development of outreach programs aimed at increasing awareness of Frank McCourt High School and the strength of its students as college applicants, and provide support as needed for the Frank McCourt High School college counselor.
- 1.2 **Communications & Membership:** The communications & membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the communications & membership committee shall coordinate his/her outreach efforts and strategies with the school's Parent Coordinator. The communications & membership committee shall also prepare a newsletter to all members which may include messages from the principal, association president or executive board; information about upcoming association meetings, student and parent events, school policies, budget and any other material deemed appropriate for distribution. The committee shall also be responsible for maintaining a current list of members, including both mailing and email addresses and other contact information.
- 1.3 **Finance:** The finance committee shall be responsible for drafting an annual operating budget for presentation to the executive board and, if approved by the executive board, to the membership. As part of this process, the finance committee shall prepare a review of actual vs. budgeted levels of expense for the prior year, and assist with fielding questions from the membership about the budget process.
- 1.4 **Fundraising:** The fundraising committee shall spearhead the annual fundraising campaign, drafting solicitations and related communications, establishing systems to track donor-specific and overall levels of contributions, and working to achieve both dollar and participation targets. The fundraising committee shall be responsible for organizing both 'friend-raising' and fundraising events, and for coordinating the purchase and sale of Frank McCourt High School spirit wear.

Section 2 Ad Hoc Committees

- 2.1 **Audit Committee:** The audit committee shall be comprised of not fewer than 3 members, the majority of whom shall be general members. The audit committee shall conduct an internal audit of the association's financial reports, reviewing books and records that shall be made available by the treasurer. The audit committee shall prepare a written report on its review to be presented to the membership at a general membership meeting or upon completion of the audit.
- 2.2 **Nominating Committee:** The nominating committee shall consist of 3-5 members, none of whom may be members of the executive board or individuals interested in serving as a member of the executive board. The nominating committee shall be convened in the spring of each year and shall be responsible for the actions outlined in section 4.1 to ensure that the election of association officers is conducted in a manner consistent with the provisions of these bylaws. The nominating committee may also be convened to conduct follow up elections in the fall (in the event that there are positions not filled in the spring election)

and/or to fill vacancies created upon resignation or removal of an officer at any time.

- 2.3 **Other Ad Hoc Committees.** There may be other ad hoc committees appointed from time to time to address special issues or projects.

Article VIII - Financial Affairs

Section 1 Fiscal Year

The fiscal year of the association shall run from July 1 through June 30.

Section 2 Signatories

The president (or co-presidents) and treasurer (or co-treasurers) shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage, and under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

- 3.1 The executive board shall be responsible for the review of a proposed budget, in accordance with the following process.
- The treasurer will prepare and the outgoing executive board will review a report on actual vs. budgeted income and expense for the current year, noting any additional income anticipated but not yet received as well as any outstanding bills not yet processed or paid. The treasurer shall prepare and the executive board will review a proposed budget for the coming school year.
 - The treasurer shall present a proposed budget to the membership for review and approval by not later than the June meeting.
 - The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - The executive board must present a proposed budget for membership approval by not later than the October meeting.
- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 The executive board may authorize emergency or unbudgeted expenditures provided that the value of the proposed expenditure does not exceed ten percent of the annual expense budget, and provided that the proposed expenditure is approved by a two-thirds majority of the executive board. Emergency expenditures shall be reported as part of the treasurer's report to the general membership at the next association meeting. Approval of the treasurer's report, including the report on an emergency expenditure, shall be noted in the minutes of the meeting.

Section 4 Audit

- 4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not authorized signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer (or co-treasurers) who shall make all books and records available to them.
- 4.3 Additional duties of the audit committee may include examining financial statements and records of disbursements, verifying that equipment purchased with association funds is identified and secured, and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of its review. The audit of the association's financial statements for a given year shall be completed as soon as practicable after the end of the year.

Section 5 Financial Management Procedures / Accounting

- 5.1 The treasurer shall prepare the Interim PTA Financial Report by January 31st and a preliminary draft of the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 The treasurer (or co-treasurers) shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer or another member of the executive board shall be responsible for transporting all funds to the bank for deposit, ideally as soon as possible after funds are collected. Deposit slips shall identify the source of all deposited funds. Cash collections shall be reviewed by at least two persons. Deposit slips shall be initialed by the person who prepares them, with receipts from the bank added to the check register and maintained as confirmation. All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.
- 5.3 The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least 2 association members. These association members cannot be related by blood or marriage. Funds must be counted in the school (or, in the case of an offsite fundraiser, at the location of the fundraiser) on the same day of receipt. The association's financial records must display the total amount of funds and the signatures of the association members who participated in counting the funds.
- 5.4 The principal's written consent is required when a fundraising activity is held during school hours or on school property.

- 5.5 All funds should be deposited in the bank account by an authorized executive board member as soon as practicable, ideally within 1-3 business days of receipt. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
- 5.6 Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)

Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

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 is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on ***[insert date of meeting when amendments were last approved]***.

Signed By:

President

Secretary

(Month) (Day) (Year)

Filed with the Principal on _____

(Month) (Day) (Year)