

PROPOSED BYLAWS

**FOR THE
2010-2011 SCHOOL YEAR
OF**

P.S. 101Q's Parent's Association, Inc.

APPROVED BY THE MEMBERSHIP ON _____, 2010

_____ Co-PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 1 ST VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 2 ND VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 3 RD VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ COMMUNICATIONS SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-COMMUNICATIONS SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ RECORDING SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-RECORDING SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ TREASURER'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-TREASURER'S NAME	_____ SIGNATURE	_____ DATE

Article I - Name

The name of the association shall be P.S.101Q's Parent's Association, Inc., located at 2 Russell Place, Forest Hills, N.Y., 11375.

Article II - Objectives

1. To provide support and resources to the school for the benefit and educational growth of all children at our school
2. To promote and help develop a cooperative working relationship between the parents, teachers, staff, and administration of our school
3. To foster and encourage parent participation and community involvement
4. To provide opportunities for parents to participate in school-wide efforts, school governance, and decision making

Article III - Membership

Section 1. Eligibility

Membership is automatically extended to all parents (by birth or adoption), step parent(s), legally appointed guardians, foster parents, or persons in parental relation to students currently attending P.S.101Q. No membership form is necessary. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

Section 2. Donations and Dues

Donations and dues are not a requirement for membership, voting, or candidacy. Donations are solicited during the school year on a voluntary basis.

Section 3. Voting Privileges:

Every parent member has the right to vote at all P.A. meetings unless there is a conflict of interest or business dealings with the school, School District 28, the PEP, the CEC, the CCSE, CCHS, CCELL, or the DOE (see A-660). Any conflict of interest must be disclosed to the membership. Proxy voting or absentee balloting is prohibited.

Article IV - Officers

Section 1. Titles

The officers of the association shall be: President or Co-Presidents, 1st Vice President, 2nd Vice President, 3rd Vice President, Communications Secretary or Co-Communications Secretary, Recording Secretary or Co-Recording Secretary, Treasurer or Co-Treasurer.

The association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning P.A. Parents may choose to run individually or as co-officers.

Persons employed at P.S.101Q shall be ineligible to serve as an elected officer of the association.

Section 2. Term of Office

The term of office shall be from July 1st through June 30th. Officers may serve for multiple terms, but must be re-elected through the annual election process.

Section 3. Duties of Officers

President or Co-Presidents: The president or co-presidents shall:

- ◆ provide leadership for its members and encourage meaningful participation in all parent and school activities.
- ◆ preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee.
- ◆ create an agenda for all P.A. meetings and review all memos distributed by the P.A.
- ◆ meet regularly with P.A. Executive Board members.
- ◆ appoint chairpersons of P.A. committees in consultation with the Executive Board.
- ◆ delegate responsibilities for various events and activities throughout the school year.
- ◆ attend regular meetings of the region/district Presidents' Council and shall be a core member of the School Leadership Team. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the School Leadership Team and which co-president will serve as the school's representative to the region/district Presidents' Council. The president or either of the co-presidents or his/her designee shall represent the P.A. on regional/district committees.
- ◆ update P.A. bylaws at least every three years with the assistance of other members of the Executive Board
- ◆ serve as a signatory on P.A. checking/bank accounts.

1st Vice President, 2nd Vice President, 3rd Vice President: The Vice-Presidents shall:

- ◆ assist the president (or co-presidents).

- ◆ assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request.
- ◆ serve as a designee on the President's Council at the request of the President (or co-President).
- ◆ assume responsibilities of President in order of succession (the 1st Vice President, 2nd Vice President, 3rd Vice President) only in the instance of the President or both Co-Presidents officer position(s) being vacant, due to resignation or removal from office.
- ◆ may serve as one of the signatories on all checking/bank accounts (1st Vice President only, see Finance Section below).

Recording Secretary or Co-Recording Secretary: The Secretary shall:

- ◆ maintain the official record (minutes) of the proceedings and actions of all association meetings. Completed P.A. meeting minutes are to be given to the President or Co-presidents for preliminary approval. Preliminary minutes shall be distributed at the following month's P.A. meeting for final approval by the general membership. Approved minutes shall be posted on the P.A. website and made available in the P.A. office.
- ◆ ensure that all records, including P.A. bylaws, meeting notices, agendas, P.A. Executive Board minutes, monthly P.A. meeting minutes, and parent contact information, are kept on school premises for six (6) years and made available to incoming boards.

Communications Secretary or Co-Communications Secretary: The Communications Secretary shall:

- ◆ assist with P.A. communications, as necessary.
- ◆ assume the position of Recording Secretary at the P.A. meetings should the Recording Secretary be unavailable.

Treasurer or Co-Treasurer: The Treasurer shall:

- ◆ maintain all financial records and funds of the association. All records must be housed at P.S.101Q.
- ◆ present and provide the monthly statement of fund balance and other pertinent financial reporting at all P.A. meetings.
- ◆ provide the Department of Education (as per the current A-660), the principal, and the general membership with the January 31st Interim and June 30th Annual Financial Accounting Reports.
- ◆ prepare all government filings (including annual IRS and NYS filings).
- ◆ review insurance contracts on an annual basis.
- ◆ make financial records available for audit.
- ◆ prepare and transfer all financial records to the incoming Executive Board.
- ◆ keep all financial records on school premises for six (6) years and transfer all financial records to incoming Executive Board.
- ◆ keep permanent file of all documents pertaining to parent association's incorporation, including tax identification numbers.
- ◆ serve as a signatory on P.A. checking/bank accounts.

Section 4. Election of Officers

Annual elections must be completed between the third Wednesday in May and the third Friday in June.

4.1 Nominating Committee:

The establishment of a nominating committee may be discussed at the February general membership meeting. The vote to select members of the nominating committee is to take place during the March general membership meeting. If a nominating committee can be established, the committee shall consist of three to five (3-5) members, if possible. The majority of the members of the committee 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 P.S.101Q shall be eligible to serve on the nominating committee.

If a nominating committee is not/cannot be formed by the end of March, the Executive Board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws.

If no nominating committee can be formed, the P.A. will proceed with an expedited election as provided for by A-660, Section 1.G.4.

4.2. Responsibilities of the Nominating Committee:

- ◆ Soliciting Candidates: The Nominating Committee shall canvas the membership throughout the months of February – April for all eligible candidates. The Committee shall prepare and distribute information regarding the close of nominations at least ten (10) calendar days prior to the May Nominations. The Committee shall report the names of candidates nominated to date during the May general P.A. meeting prior to the elections.

During the May general meeting, the close of nominations for officers shall occur after a final call for nominations from the floor. Eligible members may nominate themselves or another eligible member.

- ◆ Determining Eligibility of Candidates: The Nominating Committee is responsible for determining and verifying the eligibility of all interested candidates, prior to the election, in consultation with the principal or his/her designee. The principal must certify to the membership that the candidates being considered are eligible to run for office.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

Eligibility for office is limited to parents (by birth or adoption), step parent(s), legally appointed guardians, foster parent(s), or persons in parental relation to students who are not employed at P.S. 101Q.

- ◆ Conducting the Candidate Forum (Election Meeting): All candidates (or his/her designee) will have an opportunity to address the membership at a

candidate forum (election meeting). Members will be notified ten (10) days prior to the candidate forum (election meeting) in May.

- ◆ Conducting the Election: Annual elections must be completed between the third Wednesday in May and the third Friday in June.

No campaigning materials are allowed. Brief statements may be compiled and distributed by the Nominating Committee prior to the actual election.

The Nominating Committee must send out a notice which may include the names of all eligible candidates (listed alphabetically by last name) and the officer positions they are seeking to the membership at least ten (10) days prior to the spring election.

The Nominating Committee must notify the principal of the date and time of election by April 1st each school year.

The Nominating Committee must prepare ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.

4.3 Contested Elections and Use of Ballot:

- ◆ Written ballot shall be used in all contested elections.
- ◆ Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of co-presidents must be listed as a team.
- ◆ Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school, where possible.
- ◆ Ballots shall be distributed once voter eligibility has been established.
- ◆ Every parent member has the right to vote. Voting by proxy or absentee ballot is prohibited.
- ◆ Ballots shall be counted immediately following the election and in the presence of any members and observers.
- ◆ Ballots shall be retained on school premises for six months 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 for the recording secretary 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. Certification of the Election

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected to conduct the nominations and election process.

The principal or her/his designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws.

4.6 Officer Vacancies

All mandatory officer (President, Recording Secretary, and Treasurer) vacancies must be filled by succession of the co-officer (if applicable) or the next highest-ranking officer. For example, a vacancy in the position of President will be filled by the Vice-President(s) or next highest-ranking officer. In the case of the Secretary or Treasurer, a co-officer will take over all responsibilities of the office. If there is no co-officer, then the Vice Presidents by rank will be requested to take over the vacant position. In the event that the core mandatory offices cannot be filled through succession, a special expedited election must be held to fill those vacancies. If at all possible, officers who wish to resign their positions once an election has been certified, must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the president or co-presidents.

The P.A. must notify the principal in writing of any mandatory officer vacancies within 5 school days and state whether the vacancy will be filled by succession or expedited election.

Once the vacancy has been filled, an updated P.A./P.T.A. Election Certification Form must be filed with the principal and OFEA.

4.7 Special Expedited Election Process

An expedited election must be held by October 15th to fill mandatory officer positions not filled during the annual spring election.

An expedited election may be held during the school year in the event that a mandatory officer position becomes vacant and cannot be filled through succession.

A notice to the general membership must be dated and distributed at least ten (10) school days before the expedited election. The notice must contain the date and time of the expedited election. The notice must also indicate that nominations for the vacant mandatory positions will be taken from the floor. No nominating committee is necessary for the expedited election.

When there is more than one candidate for an office, written ballots must be used with names appearing in alphabetical order. See section 4.3.

If the election is uncontested, a member must make a motion for the Recording Secretary to cast one vote to elect the candidate for office. In the event there is no Recording Secretary, the vote will be cast by the Communications Secretary or the President.

4.8 Election Grievances

A P.A. member who believes that an election was conducted in a manner that violates the law or a provision in the P.A. bylaws should consult Chancellor Regulations A-660.

4.9 Officers' Contact Information

The P.A. Executive Board must provide a list of elected P.A. officers (with telephone numbers and/or e-mail addresses) and the P.A.'s telephone number to the general membership. The list is to be made available at P.A. meetings, on the P.A. website, the P.A. bulletin board, and in the principal's office.

Section 5. Education Council Selectors

The Executive Board members will vote to choose who will be the CEC, CCSE, CCELL or CCHS selectors.

Section 6. June Transfer of Records/Bank Accounts

The outgoing P.A. Executive Board shall arrange for the orderly transfer of records and information of the P.A., which shall include an overview of all P.A. transactions for the school year, to the incoming Executive Board. The newly elected officer positions of President or Co-Presidents, 1st Vice President, Treasurer or Co-Treasurer shall complete bank signatory cards for the checking account of PS101Q's Parent's Association, Inc. for an effective date of July 1st.

Section 7. Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a P.A. member and two-thirds vote of the membership present. Before the vote is taken, 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 Board's consideration.

Removal by the Chancellor: An officer or P.A. member may be removed by the Chancellor, his/her designee, or the CFEO on a case-by-case basis for (see Chancellor's Regulation A-660):

- ◆ Criminal wrongdoing or misconduct
- ◆ Financial discrepancies or financial wrongdoing
- ◆ Presenting a threat or risk to others
- ◆ Negligence in his/her duties and responsibilities

P.A. officers may also be removed for unsatisfactory performance by following the procedure outlined below:

- ◆ At any general membership meeting, a P.A. 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 P.A. must select a review committee by majority vote. A minimum of two members of the Executive Board not under review should 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 20 school days of the date the motion was presented. The officer(s) under review will then have 20 school days to respond to the review committee's finding.

- ◆ Both the findings of the review committee and the officer(s)'s response will be presented at the next P.A. meeting. The P.A.'s notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of a P.A. executive board member. The officer(s) may be removed by a two-thirds vote in favor of a motion to remove him/her/them from office.
- ◆ The result of the motion must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

Article V - Executive Board

Section 1. Composition

The Executive Board shall be composed of the elected officers of the association. Officers shall be expected to attend all Executive Board meetings.

Section 2. Meetings

Regularly scheduled meetings of the Executive Board shall be held at least once a month, September through June, day and time to be decided annually in September. If a regularly scheduled meeting falls on a legal or religious holiday, the meeting may be held on the following or previous week.

Section 3. Voting

Each member of the Executive Board shall be entitled to one vote. Motions will pass with a majority. In case of a tie, the President or Co-President will make the final determination.

Section 4. Quorum

A majority of the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI - Meetings

Section 1. General Membership Meetings

The P.A. meetings of the association shall be held the first Wednesday of each month from September through June, at 7 p.m. or 8:45 a.m... Should a holiday or scheduling conflict occur on this date, the meeting shall be rescheduled to the following Wednesday, if possible. The schedule of P.A. meetings will be placed on the calendar, which is posted on the P.A. website and distributed to students through backpacks. A meeting reminder and agenda will be distributed ten (10)

calendar days prior to the meeting. A special P.A. meeting may be held in case of emergency, with notice given if possible.

All eligible P.A. members may attend and participate during P.A. meetings. Observers may speak and otherwise participate, if acknowledged by the chair.

Robert's Rules of Order -- Newly Revised may be used to conduct specific meetings, as determined by the Executive Board.

Section 2. Order of Business

The order of business at meetings of the association, unless changed by the Executive Board, shall be:

- ◆ Call to Order
- ◆ Reading and Approval of Minutes
- ◆ President's Report
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ School Leadership Team Report
- ◆ Committee Reports
- ◆ Old Business
- ◆ New Business
- ◆ Adjournment

Section 3. Quorum

A quorum for a general P.A. meeting must consist of at least eight (8) P.A. members including a minimum of two (2) Executive Board members and six (6) parent members.

Article VII – Standing Committees

The president will appoint standing committee chairpersons in consultation with the Executive Board. Committees shall be established by Executive Board approval. Chairpersons are responsible for overseeing events, programs, and other initiatives, e.g., After School, Arts, Book Fair, Candy Sale, Fall Fundraising Campaign, Halloween Party, International Dinner, School Pictures, etc.

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, Treasurer or Co-Treasurer and/or 1st Vice-President (no more than four officers) shall be authorized to sign checks. All

checks require at least two signatures. Signatories shall not be related by blood or marriage.

Section 3. Budget

A proposed budget shall be prepared by the Treasurer and President for review by the Executive Board in April and for final adoption by the membership at the May P.A. meeting. The budget may be amended by vote of the general membership at any P.A. meeting.

The Treasurer shall present the expected year-end financial statement at the June P.A. meeting and the final year-end financial statement at the September P.A. meeting.

Section 4. Emergency Expenditures

The Executive Board is authorized to make an emergency expenditure not to exceed \$1,500 with a two thirds (2/3) approval by the Executive Board. The Treasurer will report these authorized expenditures to the general membership at the next association meeting in writing. The minutes of the meeting must reflect a vote taken by the association to accept this Executive Board emergency expenditure action.

Section 5. Handling of Checks and Cash

At least two non-related P.A. members must count and record any cash, checks, or money orders received by the P.A. within the same day, if possible. All monies must be counted on school premises and, if not deposited, must be secured in a locked location on school premises.

Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, P.A. minutes related to the expenditure, etc.

Checks written to "petty cash" or "cash" are prohibited. The use of withdrawal slips, debit cards, and ATM cards is prohibited.

Section 6. Audit

The P.A. may establish an internal audit committee or hire an external auditor to review the financial affairs of the P.A.

Article X - Bylaw Amendments

These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present. If possible, the proposed amendment will be posted on the P.A. website and made available in the P.A. office and at the P.A. meeting. If possible, notice of the proposed amendment will be included in the P.A. agenda for the meeting at which the bylaws are to be amended. Amendments are effective immediately unless otherwise specified.

Any P.A. member may present a motion at a general P.A. meeting to amend a provision of the bylaws to bring the bylaws into compliance with Chancellor's Regulation A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented.

A thorough review of these bylaws shall be conducted every three (3) years or upon revision of the Chancellor's Regulations.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article X, at the membership meeting held on _____.
(Month) (Day) (Year)

Signed By:

President

Recording Secretary

(Month) (Day) (Year)