

BYLAWS

Of

Brooklyn Technical High School Parents' Association

29 Fort Greene Place, Rm. 1W26, Brooklyn, NY 11217

AMENDED AND RESTATED AS OF November 16, 2006
APPROVED BY THE GENERAL MEMBERSHIP ON _____

SECRETARY

Co-Presidents

SIGNATURE/TITLE

SIGNATURE/TITLE

DATE (OF SIGNING THIS FORM)

Treasurer

SIGNATURE/TITLE

Article I - Name

The name of this organization is the **Brooklyn Technical High School Parent Teacher Association (PTA)**. The PTA is recognized by the New York City Department of Education as the official parents' organization of Brooklyn Technical High School (BTHS).

Article II – Objectives and Policies

Section 1. Objectives

- 1.1 Communicate pertinent school events, news, instructional changes, and educational requirements to all parents.
- 1.2 Provide an open and constructive forum for discussing parents' concerns and issues.
- 1.3 Support parents' adjustment and assimilation to BTHS while encouraging their involvement on all levels.
- 1.4 Contribute to the enhancement of BTHS's academic and cultural activities.
- 1.5 Facilitate a partnership with teaching staff and administration to strengthen our students' educational success.
- 1.6 Provide support and resources to the school for the benefit and educational growth of the BTHS community.

Section 2. Policy

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

Article III - Membership

Section 1. Eligibility

- 1.1 All Parents, as defined in Article III Section 1.2, are automatically members of the PTA. A Parent is defined by the Chancellor of the New York City Department of Education's Regulation A-660 covering Parents' Associations ("Regulation 660"), as that definition may be amended from time to time.
- 1.2 A "Parent" is defined as:
 - 1.2.1 All Parents (by birth, adoption, or step-parent(s)),
 - 1.2.2 Foster parent (s),

- 1.2.3 Legally appointed guardian(s);
- 1.2.4 or person(s) in parental relation to a student or students currently attending BTHS.
- 1.3 Membership shall be open to all teachers currently employed at BTHS.
- 1.4 The PTA may elect advisory members who are persons that have been, or may be of assistance to the PTA. Advisory members do not have to be parents of children currently attending BTHS.

Section 2. Payment of Dues

- 2.1 The payment of dues is not a pre-requisite for membership in the PTA. The payment of dues is not required for a member to vote or to run for an elected position. Failure to pay dues or make contributions to the BTHS PTA is not grounds for denying or limiting any member's participation.
- 2.2 For budgetary purposes, the suggested amount of annual dues will be determined by the PTA Executive Board each June for the following school year, subject to the approval of General Membership at the September meeting of the following school year.
- 2.3 Dues for the school year (defined as September through June) are payable on the date established by the Executive Board.
- 2.4 Any written or verbal solicitation for PTA dues will inform parents that the payment of dues is not a requirement for membership in the PTA.

Section 3. Voting Privileges:

- 3.1 Each parent and teacher is entitled to one vote on all matters submitted for vote to the General Membership, subject to the restriction on voting due to conflicts of interest as provided for in the Chancellor's regulations.
- 3.2 Proxy voting or absentee balloting is prohibited.

Article IV - Officers

Section 1. Titles and Eligibility

- 1.1 The officers of the association are; the President (or Co- Presidents), Four (4) Class Vice Presidents to represent each grade, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding Secretary, Assistant Recording Secretary, Sergeant-at-Arms and Committee Chairpersons.
- 1.2 The title of President will refer to Co-Presidents, if Co-presidents are elected.
- 1.3 All Parents are eligible to hold office with the exception of Parents who are Department of Education employees at BTHS; any Parents found responsible for fiscal wrongdoing; or otherwise prohibited by Regulation A-660.

- 1.4 Members of the same family may not be prohibited from serving as officers. However, they may not both serve as dual signatories.
- 1.5 The following members are not eligible to serve as an elected officer of the PTA:
 - a. Community and Citywide District Education Council member(s) from the same district with a child in the School.
 - b. Teacher employed in the school.
- 1.6 Any parent found responsible for fiscal wrongdoing will be barred from holding any future parent leadership positions on the Executive Board, Parent's Association, Presidents Council, Parent Advisory Councils, District Parent Advisory Councils, and School Leadership Team.
- 1.7 A parent whose child expects to graduate in June and who has no other children currently attending or enrolled for the following year in BTHS is ineligible to stand for election to any office for the following year.
- 1.8 Parents of incoming students, who do not currently have a student enrolled in BTHS, may not stand for election until their child is enrolled and attending BTHS.
- 1.9 A parent may run as a candidate for President either alone or as part of a co-presidency, provided that the other parent is eligible to hold office and both parents run as a unified ticket.

1.10

Section 2. Campaign Limitations, Use of Facilities and Information Distribution

- 2.1 No school facilities, or school supplies, may be used on behalf of or in support of any candidate(s). The following activities are prohibited:
 - a. use of school equipment or supplies to reproduce or distribute campaign materials (flyers, announcements, biographies, etc.)
 - b. posting or distribution of campaign materials on school premises.
- 2.2 The school facility may be used to host a candidates' forum provided that all candidates are invited to present and all PTA members have been informed in writing about the forum.

Section 3. Term of Office

- 3.1 The term of office is from July 1 through June 30, except for those officers elected in the Fall, for which the term will be from the date of the election through June 30.
- 3.2 All officers are elected for one term.

Section 4. Duties of Officers

4.1 President

- 4.1.1 The President, or co-Presidents, will be the chief executive officer(s) of the PTA and will have the general powers and duties of supervision and management, including authorization to expend PTA money within limits set by the Executive Board. The President will have the authority to negotiate and execute agreements on behalf of the PTA when so authorized by the General Membership.
- 4.1.1 The President will preside at all meetings of the association and be an ex-officio member of all committees except the nominating committee.
- 4.1.2 The President meets regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings.
- 4.1.3 The President is a core member of the school leadership team.
- 4.1.4 The President or his/her designee will attend all regular meetings of the Presidents' council or high school federation.
- 4.1.5 The President or his/her designee represents the PTA on district committees.
- 4.1.6 The President is one of two required signatories on checks written by the PTA.
- 4.1.7 The President will provide leadership for the members and provide opportunities and training for parents to participate in school governance and decision-making.
- 4.1.8 The President may appoint chairpersons of PTA committees with the approval of the Executive Board.
- 4.1.9 The President can delegate certain duties and responsibilities of the office to other PTA members subject to Executive Board approval.
- 4.1.10 The President encourages meaningful participation in all parent activities.
- 4.1.11 The President will ensure the orderly transfer of PTA records to the incoming Executive Board in June.
- 4.2 Class Vice Presidents:** There will be a senior class vice president, junior class vice president and a sophomore class vice president elected during general elections before the end of each year. (The freshman class vice president is elected in October).
- 4.2.1 The Class Vice Presidents will promote the interests of the parents and students in that grade.

- 4.2.2 The Class Vice President will act as a representative for their grade in all matters before the PTA.
- 4.2.3 The Class Vice President will coordinate, on behalf of the PTA, with committees or school staff regarding programs and activities specific to his/her grade.
- 4.2.4 The Class Vice President will work with the Membership Committee to build and sustain membership for that class.
- 4.2.5 The Class Vice President will assist the President and may be asked to assume the President's duties in his/her absence or at the President's request. Each Class Vice President is encouraged to serve as chair of a committee.

4.3 Recording Secretary (also Corresponding Secretary and Assistant Recording Secretary when elected)

- 4.3.1 The secretary maintains the official record of the proceedings and actions of all association meetings. Official records include meeting notices, agendas, sign-in sheets and meeting material distributed.
- 4.3.2 The secretary will prepare and read the minutes of each association meeting and will make minutes available upon request. He/she will maintain custody of the association's records and reports.
- 4.3.3 The secretary will ensure that approved meeting minutes are posted to the PTA website
- 4.3.4 The secretary will sign and incorporate all amendments into the bylaws and ensure that copies of the amended bylaws are on file in the principal's office.
- 4.3.5 The secretary is responsible for reviewing, maintaining and responding to all correspondence regarding the association.
- 4.3.6 The secretary will assist the President and Treasurer with the June transfer of all PTA records to the incoming Executive Board.

4.3.7 Corresponding Secretary

- 4.3.8 The Corresponding Secretary will handle all incoming correspondence including e-mail of the Association.
- 4.3.9 He/ she will send notices to members when required, and assist as recording secretary as needed.
- 4.3.10 When the recording secretary is absent, the corresponding secretary will take meeting minutes.

4.3.11 Assistant Recording Secretary

- 4.3.12 The secretary assumes the responsibilities of the Recording Secretary in his/her absence.

4.3.13 In case of a vacancy the Assistant Recording Secretary will become the secretary for the unexpired term.

4.4 Treasurer:

4.4.1 The treasurer is responsible for all financial affairs and funds of the association.

4.4.2 The treasurer is responsible for maintaining an updated record of income and expenditures

4.4.3 The treasurer is one of two signatories on checks written by the association.

4.4.4 The treasurer will adhere to and implement all financial procedures established by the association.

4.4.5 The treasurer will reconcile PTA bank statements monthly; The Treasurer may designate the Assistant Treasurer to reconcile bank statements. The person reconciling each bank statement will initial the statement and note the date of the reconciliation.

4.4.6 The treasurer should be prepared to present and provide copies of financial reports at all association meetings.

4.4.7 The treasurer will also prepare and provide the January 31st interim and June annual accounting reports.

4.4.8 The treasurer will make available all books or financial records for viewing by members upon request and for audit.

4.4.9 The treasurer will prepare all financial records and assist the President and Recording Secretary with the June transfer of all PTA records to the incoming Executive Board.

4.5 Assistant Treasurer:

4.5.1 Assist the treasurer in all assigned duties.

4.5.2 In the absence of the treasurer, the assistant treasurer will act as Treasurer for the PTA.

4.6 Sergeant at Arms:

4.6.1 The Sergeant-at-Arms will serve as Parliamentarian, and must be familiar with *Robert's Rules of Order, Newly Revised* and these Bylaws.

4.6.2 The Sergeant-at-Arms will be the final authority at all meetings when issues of procedure arise.

4.6.3 In the absence of the Sergeant at Arms from a meeting, the President will delegate the parliamentarian responsibilities to an Executive Board member for that meeting.

4.7. School Leadership Team Membership:

4.7.1 The School Leadership Team (SLT) by-laws provide for nine parent members. The president of the PTA will automatically serve as a core member of the School Leadership Team. In the event of a co-Presidency, one co-President serves on the SLT and the other

Co-President can be elected independently, by the general membership, as an SLT member.

- 4.7.2 All other Parent member representatives will be elected by the general membership.
- 4.7.3 No person employed at BTHS is eligible to serve as a parent member representative on the School Leadership Team.
- 4.7.4 The parent members are to participate in the governance and educational decision-making activities in the school in accordance with the overall agenda of the PTA.

Section 5. Election of Officers

- 5.1 Nominating Committee: The Nominating Committee will consist of five (5) members; three elected by the regular membership during the March general membership meeting.. The remaining members of the nominating committee will be selected by the President, with the consent of the Executive Board. The nominating committee will choose one of its members to serve as chairperson. No person employed at BTHS is eligible to serve on the nominating committee.
 - 5.1.1 The Nominating Committee is responsible for conducting nominations and executing the election process
 - 5.1.2 The Nominating Committee must notify the Principal of the date and time of the election by May 1st of each school year.
- 5.2 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.
- 5.3 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, anyone seeking election as Co-President must join with another candidate who agrees to serve as Co-President with them. In the event no two individuals wish to run for the joint office of Co-President, then the Nominating Committee will present individual names for the office of President
- 5.4 The nominations for the School Leadership Team will be determined by the General Membership and presented to the PTA at the April Meeting. Nominations from the floor will be taken at the April and May meetings. The election for SLT representatives is to be held at the May meeting and run by the President. The President (or at least one Co-President) automatically serves on the SLT.
 - 5.5.1 All officers, with the exceptions of Freshman Vice President, and a minimum of one School Leadership Team member will be elected at the general membership meeting in May, provided, that in order to comply with Reg. A660, the meeting is on a date between the fourth Monday in May and the second Friday in June. The Freshman VP and at least one SLT member will be elected in October.
 - 5.6.1 Responsibilities of the Nominating Committee: The nominating committee will canvass

the PTA membership in writing, in English and other languages as appropriate, for recommendations of candidates for all executive offices. The nominating committee will also be responsible for conducting the election process for officers. This includes the following:

- 5.6.2 Preparing and distributing all notices regarding the nominating process, in English and other designated languages spoken by parents determined by the Executive Board before the election, wherever possible, i.e., meeting notices, agendas, reminder notices, tear-off nomination forms, etc. All notices should include a distribution date, election date, time and location, and the date nominations are officially closed.
- 5.6.3 Conducting all meetings that pertain to the nominations and election process.
- 5.6.4 Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.
- 5.6.5 Canvassing the membership for all eligible candidates.
- 5.6.6 Determining and verifying the eligibility of all interested candidates, prior to the election.
- 5.6.7 Reporting the names of interested candidates at the April general meeting and reiterating the date the nominations are officially closed.
- 5.6.8 Ensuring that an opportunity is provided to all members for self-nomination or to nominate someone else) from the floor during the April and May meetings.
- 5.6.9 Officially closing the nominations process at the General Membership meeting preceding the Election meeting, which, based on the date of the Elections as governed by Regulation A-660, must occur between the fourth Monday in May and the 2nd Friday in June, but not later than the second Friday in June. Once the Election Date has been established, the Meeting at which nominations are closed should also be established. If the election slate is not complete as of the General meeting before the election, or the Nominating Committee decides to extend the receipt of nominations beyond the General Meeting before the Election Meeting, the Nominating Committee has the authority to do so, but must notify the Executive Committee and the General Membership in writing of the date nominations are officially closed.
- 5.6.10 Preparing and distributing reminder notices which include the names of all eligible candidates, listed alphabetically by surname, under each office(s) for which they are nominated.
- 5.6.11 Sending reminder notices. Reminder Notices should include date of distribution and must provide at least a 10 calendar day notice to the membership.
- 5.6.12 Reminder notices should also indicate the date and location of the election and time for voting (i.e., Voting will take place in the auditorium from 6:00 P.M. to 8:00 P.M.) as well as the date that nominations are officially closed.
- 5.6.13 Reminder notices should inform members if candidates will make statements prior to the election and indicate that candidate statements will average one to two minutes.

- 5.6.14 Preparing the ballot box by securing a ballot box prior to the election.
- 5.6.14.1.1 a. Prepare ballots including instructions for voting.
b. Determine voter eligibility and distribute ballots. (voter eligibility is usually determined by student class roster).
c. Ensure that only eligible members receive a ballot for voting.
- 5.6.15 Conducting the election between the fourth Monday in May and the 2nd Friday in June, but not later than the second Friday in June.
- 5.6.16 The nominating Committee will need:
- a. Two sign-in sheets (one for attendance, one for eligible voters/ballot distribution and a ballot box
b. A school staff member to access student class rosters to determine voter eligibility prior to ballot distribution.
c. A black board or an easel and newsprint to officially record the count in the presence of the voting members, immediately following the election
- 5.6.17 When voting period ends, members of the Nominating Committee will request volunteers from audience (excluding any candidates) to assist members of the Nominating Committee with the official count and reporting of results.
- 5.6.18 The Nominating Committee and volunteers will assist with the tallying of election results
- 5.6.19 Reporting the results and ensuring that the election is certified by the Principal or his/her designee
- 5.6.20 Securing a safe place, on school premises, to hold original copies of all election documentation (attendance sheets, notices, ballots, official tally sheet, etc.) and retaining ballots for six months or until a grievance has been determined which ever period is longer.
- 5.7 Additional Nominations: At the April membership meeting, the nominating committee will request additional nominations from the floor. The nominating committee may also utilize tear-off nominating forms to reach additional eligible candidates. Tear-off nominating forms must include a cut-off date not less than ten (10) calendar days from the date of distribution. All tear-off forms must be secured by the nominating committee in accordance with CR A-660 All nominations, including any additional nominations, should officially close at the May General meeting. If the election slate is not complete as of the May General meeting, or the Nominating Committee decides to extend the receipt of nominations beyond the May General Meeting, the Nominating Committee must notify the General Membership in writing of the date nominations are officially closed.
- 58 Notices: The meeting notice and agenda for the general membership election meeting will be distributed not less than ten (10) days prior to the date. All meeting notices and agendas will be available in English and translation, wherever possible. The distribution date will appear on all notices. It will list all candidates in alphabetical order under the office for which they were nominated.

5.9 Voting Requirements:

5.9.1 Each parent of a child currently attending BTHS and each teacher member is entitled to one vote on all matters submitted for vote to the General Membership.

5.9.2 Proxy voting or absentee balloting is prohibited

5.10 Election and Use of Ballot:

5.10.1 Voting will be by writing on a ballot for contested elections having more than one nominated candidate for any office.

5.10.2 Names of candidates will appear on the ballot in alphabetical order under the title of the office for which they were nominated.

5.10.3 Ballots will be printed with instructions in English and other languages, as appropriate, wherever possible.

5.10.4 Ballots will be distributed following a member's signing of the verification sheet.

5.10.5 The elections will be scheduled at a time that encourages maximum member participation. This will require at least an evening session.

5.10.6 Ballots will be counted immediately following the election and in the presence of the members.

5.10.7 Ballots will be retained for six months by the chairperson of the nominating committee. If he/she will no longer be an eligible member after June 30, the ballots will be turned over to the incoming Secretary.

Section 6. June Transfer of Records

6.1 The outgoing PTA Executive Board will arrange for the orderly transfer of records and information of the PTA, which will include an overview of PTA transactions for the school year, to the incoming Executive Board.

6.2 At least two meetings 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 or high school federation during this process.

Section 7. Certification of the Election and Installation of Officers

7.1 The results of the election will be announced by the chairperson of the nominating committee or another committee member designated by the chairperson. The installation of new officers will be held during the June general membership meeting

Section 8. Vacancies

- 8.1.1 A Vacancy in the position of a Co-Presidential office will be filled by the other Co-President and a special expedited election from among the executive board to fill the vacancy if the remaining Co-President seeks a replacement for the vacant Co-president position. The results will be shared with the general members as soon as possible, but at a minimum by the next general membership meeting.
- 8.1.2 A vacancy in the position of a President only office will be filled by the Senior-class Vice-President or next highest ranking officer.
- 8.1.3 In the event that the mandatory offices cannot be filled through succession, a special expedited election must be held to fill those vacancies.
- 8.2 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, will turn over all records to the secretary.
- 8.3 In the event of the resignation of the secretary, he/she must transfer records to the president.

Section 9. Special Election Process

- 9.1 The Executive Board will be responsible for announcing any vacancies, which may occur, and ensuring that all vacancies are filled by the next regularly scheduled meeting of the association.
- 9.2 In those instances where a vacancy occurs in the required positions of treasurer and/or secretary, the Executive Board will call for a special membership meeting in accordance with the provisions outlined in these bylaws.

Section 10. Executive Board External Communications

- 10.1 On occasion, members of the BTHS PTA executive board may be asked to provide a statement to the media. All official communications, representing the viewpoint of the BTHS Parent Teacher Association, including statements to the press, press conferences, media interviews or discussions with reporters, should come from the President or co-Presidents of the BTHS PTA. Further, the President or co-President should share official statements with all Executive Board members, and seek consensus, whenever possible, prior to the statement being released.
- 10.2 All members of the executive board who are either approached by the media for a statement, or who speak with the media, Department Of Education officials, or any person in a capacity to use information regarding PTA Executive Board information or business for unintended purposes, should be careful to emphasize that the views expressed are personal and do not necessarily reflect the views of the BTHS PTA Executive Board. Caution should also be taken not to share the executive board members' title at any time during the discussion so as not to confuse the role of the executive members' official capacity during the interview or communication.
- 10.3 Failure to adhere to the spirit of this protocol could subject the Executive Board member to the disciplinary actions described in Section 11.

Section 11. Disciplinary Action

- 11.1 Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause following written notice from the Executive Board may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. 11.2 The association's notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member.
- 11.2 Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after:
- 11.3 A motion is presented by any PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- 11.4 The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- 11.5 The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. The committee must consider all pertinent facts and information. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and witnesses.
- 11.5.1 The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee. The association's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership will then vote to remove or absolve the officer(s).

Article V - Executive Board

Section 1. Composition

- 1.1 The Executive Board is composed of the elected officers of the association and chairpersons of standing committees. No person employed at BTHS will be eligible to serve on the Executive Board or as a parent member representative on the School Leadership Team.
- 1.2 Officers are expected to attend all Executive Board meetings and are subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.
- 1.3 The Board will plan and direct the work necessary to carry out the programs and policies of the PTA.
- 1.4 The Board will by majority vote authorize the disbursements of unbudgeted funds.

Section 2. Meetings

- 2.1 Regularly scheduled meetings of the Executive Board will be held monthly, September through June, generally on the first Thursday of every month at 5:30 PM, unless such date will fall on a legal or religious holiday, in which case it is suggested that the meeting will be held on the following or previous Thursday. However, the Executive Board has the discretion to change the frequency, weekday and time of the Executive Board meeting, by majority vote of the Executive Board. Such changes should be done at the beginning of the school year and should be kept to a minimum, should be communicated to the General Membership, as soon as possible, but no longer than two weeks after the change.
- 2.2 The order of business for Executive Board meetings will be:
- 1 Call to Order
 - 2 Reading and Approval of Minutes
 - 3 Principal's Report
 - 4 President's Report
 - 5 Treasurer's Report
 - 6 School Leadership Team Report
 - 7 Committee Reports
 - 8 Old Business
 - 9 New Business
 - 10 Adjournment

Section 3. Voting

- 3.1 Each member of the Executive Board is entitled to one vote.

Section 4.

Quorum

- 4.1 A simple majority of members of the Executive Board will constitute a quorum, allowing for official business to be transacted.

Article VI - Meetings

Section 1. General Membership Meetings

- 1.1 The general membership meetings of the association will be held on the first Thursday of each month from September through June, at 7:00 PM, unless such day falls on a legal or religious holiday or during school breaks. In such instances, the Executive Board will determine a rescheduled meeting date.
- 1.2 Written notice of each membership meeting will be distributed in all applicable languages, where possible. A ten-calendar day notice will be required prior to the scheduled meeting. The date of distribution will appear on all notices.
- 1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.

1.4 Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2. Order of Business

2.1 The order of business at meetings of the association, unless changed by the Executive Board, is:

1. President's Report
2. Principal's Report
3. Treasurer's Report
4. Committee Reports (upon request)
5. Old Business
6. New Business
7. General Program or Featured Speaker
8. Discussion Period

2.2 The order of business may be altered by motion and a simple majority vote of the Membership. As a courtesy to accommodate the guest speakers, the General Program may be moved earlier in the order of business. If there is no General Program, the above order is to be followed.

Section 3. Quorum

3.1 A quorum of 20 members of the general membership of the association is required to conduct official business.

Section 4. Minutes

4.1 Minutes of the previous general or special membership meetings will be available in written form and read for approval at the next general membership meeting.

4.2 Meeting minutes will be posted to the website once approved.

4.3 Minutes 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(s) of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents and teachers stating precisely what the topic of the meeting will be.

5.2 In addition, upon receipt of a written request from five (5) association members, the president must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents and teachers.

Section 6. Parliamentary Authority

6.1 *Robert's Rules of Order Newly Revised* will govern all procedural questions not covered by these bylaws provided they are not inconsistent with law, policy, regulation and these bylaws.

Article VII - Committees

Section 1. Standing Committees

- 1.1 The president will appoint standing committee chairpersons with the approval of the membership. Ad-hoc committees will 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:
 - 1.1.1 Newsletter: The newsletter committee will publish, with approval of the Board, four newsletters each year to all families and faculty at BTHS. The newsletter should contain, at a minimum, messages from the principal, president, list of Executive Board members, all PTA meeting dates, student and parent events, school policies, PTA budget and any other material deemed appropriate by the association. This committee is responsible for communicating information to the General Membership. This committee has the duty to promote a positive image of BTHS and the PTA.
 - 1.1.2 Hospitality: The hospitality committee will provide refreshments at designated functions. These functions include Teacher appreciation dinner, the parent dinner dance, the college fair breakfast and open houses, freshman orientation, open school night and other school functions.
 - 1.1.3 Membership: This committee is responsible for increasing the level of parent participation in the PTA. This committee is responsible for sign-up forms and sign-in sheets at General Meetings. The committee is responsible for issuing membership cards, and keeping a record of membership cards issued. The committee is responsible for maintaining a current list of members, which will be available without home addresses at every membership meeting.
 - 1.1.4 Programming: develop programs that are designed to build capacity for greater parental involvement, educate the BTHS community in areas of interest and attract attendance to the general membership meetings. They will contact guest speakers for General Membership meetings in accordance to the calendar topics set by the Executive Board.
 - 1.1.5 Publicity: Provide Press releases and PA bulletin board notices for major school functions. This committee has the duty to promote a positive image of BTHS and the PTA.
 - 1.1.6 Scholarship: Organize, judge, and distribute scholarship awards. Senior parents are ineligible to serve on this committee
 - 1.1.7 Ways and Means: Plan and coordinate all fundraising activities. It may also coordinate other fund raising activities through various sub-committees as appropriate.
 - 1.1.8 Website/ Computer: This committee will support and maintain the PTA web site and oversee any necessary upgrades to the PTA computer. This committee is responsible for communicating information to the General Membership and the public. This committee has the duty to promote a positive image of BTHS and the PTA.

- 1.1.9 Safety: This committee attends School Safety meetings with the Principal, AP for Safety, Police Community Council Meetings (as necessary), bringing to the attention of the proper authorities any dangers to the students in and around the building.
- 1.1.10 Gifts to the School: This committee is responsible for soliciting, reviewing and evaluating requests for funding from the school for the "wish list". The committee will present its recommendations for funding to the Executive Board for their concurrence and then to the General Membership for approval.
- 1.1.11 Budget: The budget committee is responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)
- 1.1.12 Audit: The audit committee will prepare an audit of all financial affairs of the organization. The treasurer will make all books and records available to them. The audit committee will prepare a written report to be presented to the membership at its May meeting or upon completion of their review and investigation, as applicable.
- 1.1.13 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

Article VIII - Financial Affairs

Section 1. Fiscal Year

- 1.1 The fiscal year of the association is from July 1 through June 30.

Section 2. Signatories

- 2.1 The president(s), treasurer, and assistant treasurer are authorized to sign checks. All checks require at least two signatures. Dual signatories cannot be related by blood or marriage.

Section 3. Budget

- 3.1 The Budget committee is responsible for developing a budget for the next school year before June.
- 3.2 The Budget committee will:
 - 3.2.1 Develop and review the budget process
 - 3.2.2 Present a written review of the prior year's budget for discussion at the May membership meeting.
 - 3.2.3 Prepare and present a proposed budget for adoption by the membership at the May membership meeting

- 3.2.4 Present any changes to the budget process for membership approval which must be voted on by no later than the October membership meeting regarding:
- Authorization for making emergency expenditures
 - A process for counting, securing, and depositing all monies received
 - A minimum threshold for unbudgeted expenditures requiring approval by the executive board
 - If applicable the process for the establishment of an audit committee and its responsibility.
- 3.3 The budget committee will consist of five (5) persons and be chaired by the Treasurer.
- 3.4 The budget committee will follow the process below:
- 3.4.1 The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills at the first April Executive Board Meeting.
- 3.4.2 The Treasurer and assistant treasurer will prepare a proposed budget for the next school year and will present it to the Executive Board at the first Executive Board Meeting in May.
- 3.4.3 The proposed budget must be presented to and approved by the general membership no later than the May meeting.
- 3.4.4 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- 3.4.5 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.
- 3.4.6 The budget may be amended by vote of the general membership at any membership meeting.
- 3.4.7 The Executive Board is authorized to make an emergency expenditure not to exceed \$50 with a two-thirds approval by the Executive Board. The emergency expenditure must be explained to and accepted by the membership at the next calendar meeting. 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.
- 3.4.8 The audit committee will prepare a written report to be presented to the membership at its May meeting or upon completion of their review and investigation, as applicable. This report will be included for review and discussion during the June transfer of records.

Section 4: Handling of Funds

- 4.1 The counting and handling of any cash, checks, or money orders received requires at least two non-related PTA] members to participate. Cash will be counted within the same day, recorded and placed in the PTA safe until it can be deposited. All monies must be counted in the presence of the Treasurer and/or Assistant Treasurer.
- 4.2 The treasurer or authorized board member(s) will deposit all funds in the bank account as soon as possible after receipt but no longer than one month after receipt. No funds will be kept in a board member's home and must be secured and locked in the school.
- 4.3 Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the

expenditure, etc.

Section 4. Audit

- 4.1 The President appoints an Audit Committee with the approval of the Executive Board every three years or when projected revenue exceeds \$25,000, for tax reporting purposes.
- 4.2 The audit committee will review the controls and procedures governing the PTA's Financial Affairs.
 - 4.2.1 The audit committee will prepare an audit of all financial affairs of the organization for, the current school year and the prior school year, with the help of the treasurer who will make all books and records available to them.
 - 4.2.2 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
 - 4.2.3 The audit committee and Treasurer will recommend if an Outside Auditor is retained to prepare financial statements for tax filing purposes. The outside auditor will be a Certified Public Accountant and a member in good standing of the American Institute of Certified Public Accountants.
 - 4.2.4 The Treasurer will recommend to the Executive Board the engagement of a specific Outside Auditor. Once the Executive Board has approved a specific Outside 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 the Outside Auditor to prepare the Audited Financial Report.
 - 4.2.5 The Audit Committee will report back to the Executive Board its assessment of the PTA's Financial Affairs and any recommendations.
 - 4.2.6 The committee will consist of three to five Members, none of whom is empowered to authorize or sign for any type of expenditure or disbursement. Members must be qualified by education or experience to serve on the Audit Committee.
- 4.3 Executive Board members, if they are not check signatories, may serve. The majority of the committee should be comprised from the general membership.

Section 5. Financial Reporting

- 5.1 The treasurer will prepare and provide copies of the Interim Financial Accounting Report by January 15th and a projected or estimated Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports will be provided to the principal.
- 5.2 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 Board of Education regulations.

- 5.3 The treasurer is responsible for all monies of the association and will keep accurate records in a form consistent with these bylaws and applicable Chancellor's Regulations.
- 5.4 The treasurer, assistant treasurer, secretary, at least one other PTA officer, and additional persons, as needed, will be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments.
- 5.5 In accordance with Chancellor's Regulation A-610, parents must obtain approval from the principal before collecting monies from students. For cash collections exceeding \$500, the treasurer and at least one other PTA officer will transport funds to the bank, and deposit slips will identify the source of all monies deposited.
- 5.6 All parties involved in these financial transactions will initial the deposit slips. The treasurer will make all authorized disbursements and will, within the next month of receipt deposit all monies of the association in a responsible banking institution selected by the association.
- 5.7 All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., will be maintained and secured on school premises.

Article IX - Amendments

Section 1. Amending BTHS PTA By-Laws

- 1.1 These bylaws may be amended at any General Meeting of the PTA by a two-thirds vote of the Members present, provided the amendment has been presented to the Membership at the previous General Meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified.
- 1.2 A thorough review of these bylaws must be conducted every three (3) years.

Article X - Authority and Compliance

Section 1. Governance Protocols

1. 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, and regulation and these bylaws.
2. The PTA will observe all applicable laws, policies, rules and regulations.
3. In the event of any procedural, electoral, or other disputes over policies established by the Executive Board or the General Membership, it will be the responsibility of the Executive Board to attempt to resolve such disputes internally. However, if such 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.

4. In the event that the PTA 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.

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 IX, at the membership meeting held on _____.

(Month) (Day) (Year)

Signed By:

Co-President

Co-President

Secretary

(Month) (Day) (Year)
