

Proposed Changes to the By-Laws of the Townsend Harris PTA dated Oct. 22, 2009

The following table represents a set of amendments that the PTA is proposing to make to the above-referenced by-laws. These amendments shall be subject to the approval of the General Membership of the PTA. Column 1 contains a *change group code*. All amendments with the same code letter must be either approved together or rejected together. Column 2 refers to the existing text; Column 3 contains the proposed changes. Most changes are independent.

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
A	<p>ARTICLE II OBJECTIVES</p> <p>Replace:</p> <ol style="list-style-type: none"> 1. To enforce the relationship between the home, the school and the community; 2. To foster cooperation between parents and teachers in the education and training of the THHS students; 3. To seek out and develop the capabilities and energies of the parent body; 4. To disseminate information to the school community; 5. To be an instrument through which the resources of the parents can be best utilized in support of THHS toward continuous improvement of the education of our children; 6. To develop a working relationship with Queens College and the Alumni Association of THHS; 7. To promote education through member participation; 8. To promote parent education through various programs; 9. To communicate information to all parents through the official PTA publication; 	<p>ARTICLE II OBJECTIVES</p> <p>By:</p> <ol style="list-style-type: none"> 1. To provide support and resources to the school for the benefit and educational growth of the children; 2. To develop a cooperative working relationship between the parents and staff of our school; 3. To develop parent leadership and build capacity for greater involvement; 4. To foster and encourage parent participation on all levels; 5. To provide opportunities and training for parents to participate in school governance and decision-making; 6. To develop a working relationship with Queens College and the Alumni Association of THHS. 7. To disseminate information and communicate with the school community through paper notices and electronic communications.

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
B.1	<p>ARTICLE IV MEMBERSHIP SECTION 1 Eligibility, Paragraph 2</p> <p>Replace: The PTA membership shall be open to all teachers (staff) currently employed at THHS. The Assistant Principals are not permitted to be members of the PTA.</p>	<p>ARTICLE IV MEMBERSHIP SECTION 1 Eligibility, Paragraph 2</p> <p>By: Membership shall also be open to all teachers, school aides, guidance counselors, lab assistants, secretaries, and paraprofessionals employed at THHS.</p>
B.2	<p>ARTICLE IV MEMBERSHIP SECTION 2 Voting Privileges</p> <p>Replace: If the PTA allows teachers (all staff) currently employed at THHS they shall be entitled to one vote.</p>	<p>ARTICLE IV MEMBERSHIP SECTION 2 Voting Privileges</p> <p>By: Each teacher, school aide, guidance counselor, lab assistant, secretary, and paraprofessional currently employed at THHS shall be entitled to one vote.</p>
C	<p>ARTICLE IV MEMBERSHIP</p>	<p>ARTICLE IV-MEMBERSHIP</p> <p>Add: SECTION 4 Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make VOLUNTARY donations.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
D.1	<p>ARTICLE V OFFICERS SECTION 1</p> <p>Replace: The officers of the PTA shall be President/Co-President, a Treasurer, a Recording Secretary and a Corresponding Secretary.</p>	<p>ARTICLE V-OFFICERS SECTION 1 <u>Composition</u></p> <p>By: The officers of the PTA shall be a <u>President or two Co-Presidents, a Vice-President of Fundraising, a Vice-President of Membership</u>, a Treasurer, a Recording Secretary and a Corresponding Secretary.</p>
D.2	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office</p> <p>Remark: No duties are listed for the two Vice-President Positions</p>	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office</p> <p>Insert: 4.2. The Vice President of Fundraising shall be responsible for fundraising notices, the running of and collection of monies from the Phone-a-thon, and delivering those monies to the Treasurer for deposit. The Vice-President of Fundraising shall also assist the President/Co-Presidents in any matter pertaining to the PTA. The Vice-President of Fundraising shall run the meetings in the absence of the President/Co-Presidents.</p> <p>4.3. The Vice-President of Membership shall have charge of all matters pertaining to the membership, especially for the maintenance of a list of members who have made membership donations. He or she shall formulate a plan for recruiting new members. The Vice-President of Membership shall also assist the President/Co-President in any matter pertaining to the PTA.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
<p>D.3</p>	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraphs 4.3, 4.4, 4.5</p>	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraphs 4.3, 4.4, 4.5</p> <p>Renumber these paragraphs respectively as 4.5, 4.6, 4.7.</p>
<p>D.4</p>	<p>ARTICLE V OFFICERS; SECTION 8 Vacancies, Paragraph 8.1</p> <p>Replace: 8.1 The appropriate ranking of PTA officers for the purpose of filling vacancies by succession are President/Co-President, Recording Secretary and Treasurer.</p>	<p>ARTICLE V OFFICERS; SECTION 8 Vacancies, Paragraph 8.1</p> <p>By: 8.1. Mandatory officer vacancies may be filled by succession of the 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. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be: President, Vice President of Fundraising, Vice President of Membership, Treasurer, Recording Secretary, and Corresponding Secretary.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
D.5	<p>ARTICLE VI-MEETINGS SECTION 4 Order of Business</p> <p>Replace: Call to Order Reading and approval of minutes Committee Reports(Membership and Fund Raising) Treasurer’s Report Principal's Report School Leadership Team Report New Business Guest Speaker or Student Presentation Questions/Concerns Adjournment</p>	<p>ARTICLE VI-MEETINGS SECTION 4 Order of Business</p> <p>By: Call to Order Reading and approval of minutes <u>Vice Presidents' Reports</u> Treasurer’s Report Principal's Report School Leadership Team Report New Business Guest Speaker or Student Presentation Questions/Concerns Adjournment</p>
D.6	<p>ARTICLE VIII-COMMITTEES SECTION 1 Standing Committees</p> <p>Replace: Standing Committees of the PTA are <u>Membership, Fundraising and Publication(Newspaper)</u>. Additional standing committees may be formed by a majority vote of the general membership on the recommendation of the Executive Board.</p>	<p>ARTICLE VIII-COMMITTEES SECTION 1 Standing Committees</p> <p>By: Standing committees of the PTA are <u>Alumni Relations, Hospitality, and Electronic Communications</u>. Additional standing committees may be formed by a majority vote of the general membership on the recommendation of the Executive Board.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
<p>D.7</p>	<p>ARTICLE VIII-COMMITTEES SECTION 1 Standing Committees</p> <p>Replace: Paragraph 1.1.1 Duties The Membership Committee shall have charge of all matters pertaining to membership, specifically for the maintenance of current membership list and shall formulate a plan for recruiting new members.</p> <p>Replace: Paragraph 1.1.2 The Fundraising Committee shall be responsible for notices, collection of all monies and getting monies to the Treasurer for deposit.</p> <p>Replace: Paragraph: 1.1.3 The Publication (Newsletter) shall report PTA news to the general membership via the newsletter twice a school year.</p>	<p>ARTICLE VIII-COMMITTEES SECTION 1 Standing Committees</p> <p>By: Paragraph 1.1.1 Duties The THHS PTA Alumni Relations Committee Chairperson shall attend all THHS Alumni Association meetings and events during the school year. The Chairperson shall report back to the general membership at the monthly PTA meetings and shall work to foster a mutually beneficial relationship between the PTA and the THHS Alumni Association.</p> <p>By: Paragraph 1.1.2 The THHS PTA Hospitality Committee Chairperson shall provide refreshments at all general PTA meetings during the school year.</p> <p>By: Paragraph 1.1.3 The THHS-PTA Electronic Communications Committee Chairperson shall post all PTA news and events on the PTA web-site, serve as the Webmaster, and will be responsible for maintaining the web-site during the school year. He or she will also administer PTA email messages and address lists.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
E	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraph 4.1</p> <p>Replace: 4.1. The President or Co-Presidents shall preside at all meetings of the PTA and are a member ex-officio of all committees except the Nominating Committee. The President or Co-Presidents shall appoint all chairpersons of standing committees with the approval of the membership. The President or Co-Presidents will be signatories on the checks. The President or one of the Co-Presidents will automatically serve on the SLT or appoint a designee and if there are Co-Presidents the one not serving on the SLT will serve on the Borough Presidents Council for High Schools or appoint a designee.</p>	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraph 4.1</p> <p>By: 4.1. The President or Co-Presidents shall preside at all meetings of the PTA and are a member ex-officio of all committees except the Nominating Committee. <u>The president or co-presidents shall provide leadership for its members. The president or co-presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities.</u> The President or Co-Presidents shall appoint all chairpersons of standing committees with the approval of the membership. The President or Co-Presidents will be signatories on the checks. The President or one of the Co-Presidents will automatically serve on the SLT or appoint a designee and if there are Co-Presidents the one not serving on the SLT will serve on the Borough Presidents Council for High Schools or appoint a designee. <u>The president or co-presidents shall assist with the June transfer of PTA records to the incoming Executive Board.</u></p>
F	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraph 4.2</p> <p>4.2. The Recording Secretary shall keep an accurate record of all meetings of the PTA and shall prepare minutes in time for review and adoption at the next meeting.</p>	<p>ARTICLE V OFFICERS SECTION 4 Duties of the Office, Paragraph 4.1</p> <p>Renumber as 4.4 and add the following text: The Recording Secretary shall sign and incorporate all amendments into the by-laws and shall ensure that signed copies of the PTA by-laws with the latest amendments are on file in the Principal’s office.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
G	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee</p> <p>5.2.1 The Nominating Committee shall recommend one slate of eligible candidates to members at the April meeting.</p> <p>5.2.2. Nominations shall remain open until the third Wednesday in May.</p>	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee</p> <p>Insert: 5.2.1. The Nominating Committee shall verify the eligibility of all interested candidates prior to the election.</p> <p>Renumber 5.2.1 as 5.2.2 and replace by: 5.2.2 The Nominating Committee shall present the list of eligible candidates to members at the April meeting.</p> <p>Renumber 5.2.2 as 5.2.3</p>

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H	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee, Paragraph 5.4</p> <p>5.4. Election. The Nominating committee shall conduct the election</p> <p>5.4.1. Voting shall be by ballot, however if there shall be but one candidate for office, the recording secretary shall be instructed to cast one vote.</p> <p>5.4.2. Ballots shall be counted immediately and in the presence of the members.</p> <p>5.4.3 The election for the SLT parent member representatives shall be held in accordance with the team's Bylaws. No person employed as a Community School Board member shall be eligible to serve as a parent member representative on the SLT.</p>	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee, Paragraph 5.4</p> <p>Add</p> <p>5.4.4. Ballots shall be retained for six months by the Chairperson of the Nominating Committee or if there is no nominating committee, by the Recording Secretary.</p>
I	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee</p>	<p>ARTICLE V OFFICERS; SECTION 5 Nominating Committee</p> <p>Add after 5.4:</p> <p>5.5. If a nominating committee is not formed, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 must be conducted by the appropriate Presidents' Council and/or the Office for Family Engagement and Advocacy.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
J	<p>ARTICLE V OFFICERS; SECTION 6 Elections of Officers, Paragraph 6.1</p> <p>Replace: 6.1 PTA elections will be held between the fourth Monday in May and the second Friday in June.</p>	<p>ARTICLE V OFFICERS SECTION 6 Elections of Officers, Paragraph 6.1</p> <p>By: 6.1 PTA elections will be held between the <u>third Wednesday in May and third Friday in June, or in compliance with Chancellor's Regulations.</u></p>
K	<p>ARTICLE V OFFICERS; SECTION 6 Elections of Officers, Paragraph 6.4</p> <p>6.4. The term <i>certification</i> is now defined: The principal or his/her designee shall be responsible for certifying the election. Certification of the election requires that the principal or designee verify that the nominations and election process was conducted in accordance with the CR A660(Issued 2/07) and the associations bylaws. The certification form shall be completed and signed by the principal or designee and forwarded to the Regional Office of Parent Support within ten calendar days of the completion of the election. The Parent Coordinator cannot be the principal designee.</p>	<p>ARTICLE V OFFICERS SECTION 6 Elections of Officers, Paragraph 6.4</p> <p>Delete: (Issued 2/07)</p>

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L	<p>ARTICLE V OFFICERS; SECTION 8 Vacancies, Paragraph 8.2</p> <p>Replace: 8.2. When a PTA has ceased to function due to a failure to conduct PTA business and/or filling any of the mandatory core positions vacancies (President/Recording Secretary and Treasurer), they will have 14 days to remedy the lack of action. If the PTA fails to act they will cease to function.</p>	<p>ARTICLE V OFFICERS; SECTION 8 Vacancies, Paragraph 8.2</p> <p>By: 8.2. When a PTA has ceased to function due to a failure to conduct PTA business and/or filling any of the mandatory core positions vacancies (President/Recording Secretary and Treasurer), it will have <u>10 calendar days</u> to remedy the lack of action. If the PTA fails to act, it will cease to function, <u>and will be reconstituted in accordance with Chancellor's Regulations A-660.</u></p>
M	<p>ARTICLE VI-MEETINGS SECTION 1 General Membership Meetings, Paragraph 1.2</p> <p>Replace 1.2. A schedule of the general membership meeting dates shall be mailed to all parents prior to the first general meeting of the school year. Written notices of each meeting, shall be distributed at least ten (10) days prior to the meeting date.</p>	<p>ARTICLE VI-MEETINGS SECTION 1 General Membership Meetings, Paragraph 1.2</p> <p>By: 1.2. A schedule of the general membership meeting dates shall be <u>provided</u> to all parents prior to the first general meeting of the school year. <u>Dated</u> notices of each meeting, shall be distributed at least ten (10) <u>calendar</u> days prior to the meeting date.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
N	<p>ARTICLE VI-MEETINGS SECTION 2 Special Membership Meetings</p> <p>2.1. Special membership meetings may be called with 48 hours notice to deal with emergencies.</p> <p>2.2. Upon request of an arisen request from 15 members, the President must call a special membership meeting within 15 days of the request with 48 hours notice.</p>	<p>ARTICLE VI-MEETINGS SECTION 2 Special Membership Meetings</p> <p>Delete Paragraph 2.2 and remove the paragraph number "2.1" preceding the text of current paragraph 2.1.</p>
O	<p>ARTICLE VI-MEETINGS SECTION 3 Quorum</p> <p>Replace: A quorum of 15 members shall be required for the conduct of business.</p>	<p>ARTICLE VI-MEETINGS SECTION 3 Quorum</p> <p>By: A quorum of <u>10</u> members shall be required for the conduct of business.</p>
P	<p>ARTICLE VII-EXECUTIVE BOARD SECTION 2 Responsibilities</p> <p>Replace: The Executive Board shall plan and direct the work necessary to carry out the program and policies adopted by the membership. It shall have the authority to spend up to \$100.00 for operating expenses without prior approval of the membership. Officers shall be required to attend all Executive Board meetings and shall be subject to removal under Article 5, Section 9.1 unless a good valid excuse for absence is rendered.</p>	<p>ARTICLE VII-EXECUTIVE BOARD SECTION 2 Responsibilities</p> <p>By: The Executive Board shall plan and direct the work necessary to carry out the program and policies approved by the membership. It shall have the authority to spend up to \$100.00 for operating expenses without prior approval of the membership <u>but must report it in its monthly financial report to the General membership.</u> Officers shall be required to attend all Executive Board meetings and shall be subject to removal under Article 5, Section 9.1 unless a good valid excuse for absence is rendered.</p>

Change Group	THHS existing by-laws 10/22/09	Proposed changes to the by-laws for school year 2010-2011
R	<p>ARTICLE VIII-COMMITTEES SECTION 2 Chairpersons</p> <p>Replace: Chairpersons shall be appointed by the President with the approval of the general membership</p>	<p>ARTICLE VIII-COMMITTEES SECTION 2 Chairpersons</p> <p>By: Chairpersons of the standing committees shall be appointed by the president or co-presidents with the approval of the general membership. They will be part of the THHS-PTA Executive Board.</p>
S	<p>ARTICLE IX - COMMITTEES SECTION 3 Budget Committee</p> <p>Replace: A Budget Committee shall be appointed by the President(s) with the Executive Board approval at least one month prior to the May general meeting. It shall be responsible for preparing a proposed budget for adoption by the membership at the May general meeting.</p>	<p>ARTICLE IX - COMMITTEES SECTION 3 Budget Committee</p> <p>By: A Budget Committee <i>of up to five (5) persons, with the Treasurer as Chair,</i> shall be appointed by the President <i>or Co-Presidents</i> with Executive Board approval at least one month prior to the May general meeting. It shall be responsible for preparing a proposed budget for adoption by the membership at the May general meeting.</p>