

**BYLAWS**  
**OF**  
**TOWNSEND HARRIS HIGH SCHOOL AT QUEENS**  
**COLLEGE PARENT TEACHER ASSOCIATION (PTA)**

APPROVED BY THE MEMBERSHIP ON **MAY 26, 2010**

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SECRETARY

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PRINT PRESIDENT'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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PRINT OFFICER'S NAME

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TITLE

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DATE

## **Article I - Name**

The name of the organization shall be “Parent Teacher Association of Townsend Harris High school at Queens College” (herein after referred to as the “PTA”).

## **Article II – Objectives**

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.

## **Article III - Policies**

### Section 1.

The PTA shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise nor any political candidate shall be endorsed by it. The name of the PTA or its officers in their official capacities shall not be used in any connection with a commercial concern, or with any personal interest, or for any other purpose than the regular work of the PTA

### Section 2.

The PTA shall be a member of the Queensboro Confederation of Parent Associations, and participate in the Confederation’s activities. The PTA may enter into memberships with non-political conference groups of coordinating councils uniting for the best interests of the children. Such membership affiliation is subject to the same restriction as govern the adoption of amendments.

### Section 3.

The PTA will maintain strict compliance with The New York City Dept. of Education policies and practices with respect to Parent Associations.

## **Article IV - Membership**

### Section 1. Eligibility

Membership in the PTA shall be limited to parents, legally appointed guardians, foster parents and persons in the parental relation to students currently attending THHS. Parents, legally appointed guardians or persons in parental relation to students currently attending THHS are automatically a member of the PTA, no

membership form is necessary. In the beginning of each school year, a welcome letter from the PTA shall inform parents of their automatic membership status and voting rights.

Membership shall also be open to all teachers, school aides, guidance counselors, lab assistants, secretaries, and paraprofessionals employed at THHS.

Section 2. Voting Privileges

Each parent of a child/children currently enrolled at THHS shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher, school aide, guidance counselor, lab assistant, secretary, and paraprofessional currently employed at THHS shall be entitled to one vote.

Section 3. Notice To Parents

At the beginning of each school year, the PTA shall distribute a letter encouraging them to join the PTA. At all meetings of the PTA, at parent/teacher conferences and all parent newsletters the PTA shall offer parents the opportunity to enroll.

Section 4. Voluntary Donations

Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make VOLUNTARY donations.

### **Article V - Officers**

Section 1. Composition

The officers of the PTA shall be a President or two Co-Presidents, a Vice-President of Fundraising, a Vice-President of Membership, a Treasurer, a Recording Secretary and a Corresponding Secretary.

Section 2. Term of Office

- 2.1. Officers shall be elected in May for a one year term from July 1 throughout June 30.
- 2.2. There shall be no time limit to the number of terms by which a member may succeed her/himself in the same office.

Section 3. Qualifications

- 3.1. Eligibility for office is limited to parents, legal guardians, foster parents and those persons in the parental relationship and are not employed by THHS.

Section 4. Duties of the Office:

- 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 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. 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. The president or co-presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

- 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.
- 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.
- 4.4. 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. 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.
- 4.5. The Corresponding Secretary shall attend to all correspondence and send notices of all meetings of the PTA. He/she shall keep an accurate attendance list of the Executive Board meeting.
- 4.6. The Treasurer shall be responsible for depositing the PTA's money into a bank account and shall keep an accurate record of receipts and expenditures and together with the President Co-President sign all checks for the withdrawal of funds authorized by the membership. He/she shall work with the Auditing Committee that is appointed by the President for the annual audit of the books of the PTA. He/she shall chair the Budget Committee and shall prepare interim and annual financial statements. He/she shall provide financial reports at all PTA meetings.
- 4.7. School Leadership Team Members: No other Executive Board members except the President shall automatically serve as a core member of the SLT unless he/she is the President's permanent designee. All other parent member representatives shall be elected by the general membership. No person employed in THHS shall be eligible to serve as a parent member representative on the SLT.

Section 5. Nominating Committee

- 5.1. The Nominating Committee shall consist of three to five members selected by the membership at the March meeting.

- 5.1.1 The Nominating Committee shall canvass the membership, in writing for recommendations of candidates for all positions.
- 5.1.2 A member of the Nominating Committee is not eligible for office unless she/he resigns from the Committee and the vacancy is filled.
- 5.2. Nominations
  - 5.2.1 The Nominating Committee shall verify the eligibility of all interested candidates prior to the election.
  - 5.2.2 The Nominating Committee shall present the list of eligible candidates to members at the April meeting.
  - 5.2.3 Nominations shall remain open until the third Wednesday in May.
- 5.3. Notice. Notice and the agenda for the May general membership meeting shall be distributed not less than 10 days prior to the meeting. It shall list all nominated candidates in alphabetical order under each office. The exact time of the election shall be specified.
- 5.4. Election. The Nominating committee shall conduct the election
  - 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.
  - 5.4.2 Ballots shall be counted immediately and in the presence of the members.
  - 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.
  - 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.
- 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.

Section 6. Election of Officers

- 6.1. PTA elections will be held between the third Wednesday in May and third Friday in June, or in compliance with Chancellor's Regulations.
- 6.2. Ballots will not be removed from the voting site until after the results have been tallied and reported to the assembly.
- 6.3. Principals must be notified of the date and time of the Spring election by May 1.
- 6.4. The term *certification* 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 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.

Section 7. Installation of Officers

Installation shall take place at the Sept. membership meeting, and a meeting between the outgoing and incoming officers shall take place prior to the end of the school year for the transfer of records.

Section 8. Vacancies

- 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.
- 8.2. Upon resignation of a co-officer, the PTA members must vote to determine if the remaining co-officer may fill the unexpired term on his or her own or whether an expedited election must be conducted.
- 8.3. 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 10 calendar days to remedy the lack of action. If the PTA fails to act, it will cease to function, and will be reconstituted in accordance with Chancellor's Regulations A-660.
- 8.4. Home addresses of the PTA Executive Board will be provided to the school.

Section 9. Disciplinary Action Process

- 9.1. Unexcused absence of at least three(3) consecutive Executive Board meetings without good cause by an Board member shall be considered a vacancy and the Board member will be removed from the office on the recommendation of the remaining Executive Board and by 2/3 vote of the membership
- 9.2. An Executive Board member accused of misconduct or neglect of duty may be terminated by written request of two (2) members of the Board and unanimous vote of the remaining Executive Board provided that the member is given due process including written notification of charges at least thirty(30) days in advance of hearing, an investigation, a written decision in sixty (60) days, the right to submit a written defense, appear in person or be represented at the meeting of the Executive Board. The members present shall decide by a 2/3 vote to remove or absolve the accused Board member.
- 9.3. Minutes. The minutes of these actions will not identify the individual by name, but by position (i.e. Treasurer)

## **Article VI - Meetings**

### Section 1. General Membership Meetings

- 1.1. General membership meetings shall be held monthly during the school year.
- 1.2. A schedule of the general membership meeting dates shall be provided to all parents prior to the first general meeting of the school year. Dated notices of each meeting, shall be distributed at least ten (10) calendar days prior to the meeting date.
- 1.3. PTA use of school space has been increased from six to eight hours per month.

### Section 2. Special Membership Meetings

Special membership meetings may be called with 48 hours notice to deal with emergencies.

### Section 3. Quorum

A quorum of 8 members, including a minimum of 2 executive board members and 6 parent members, shall be required for the conduct of business.

### Section 4. Order of Business

The following order of business shall be observed at all regular general membership meetings;

- Call to Order
- Reading and approval of minutes
- Vice Presidents' Reports
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- New Business
- Guest Speaker or Student Presentation
- Questions/Concerns
- Adjournment

### Section 5. Minutes

Minutes of a previous general or special membership meeting must be available in written form for approval at the next general meeting. Copies of the minutes will be posted on the PTA web site after general membership approval.

### Section 6. Observers and Speakers Rights

Any other person may attend meeting as observers and may speak and otherwise participate at the discretion of the chair.

## **Article VII - Executive Board**

### Section 1. Composition

The Executive Board shall consist of the elected officers of the PTA, Chairpersons of the standing committee and delegate to the Alumni Association.

Section 2. Responsibilities

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 but must report it in its monthly financial report to the General 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.

Section 3. Meetings

- 3.1. Regular meetings of the Executive Board shall be held every other month on a date and time to be arranged by the President or CO-President..
- 3.2. The President (or either Co-President) may call a special meeting of the Executive Board and must call a special meeting upon written request of 5 Board members. There must be a minimum of 24 hours telephone or e-mail notice to the Executive Board Members.
- 3.3. Each board member shall be entitled to one vote.
- 3.4. A majority of all members of the Executive Board shall constitute a quorum.

### **Article VIII - Committees**

Section 1. Standing Committees

Standing committees of the PTA are Alumni Relations, Hospitality, and Electronic Communications. Additional standing committees may be formed by a majority vote of the general membership on the recommendation of the Executive Board.

1.1. Duties

- 1.1.1 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.
- 1.1.2 The THHS PTA Hospitality Committee Chairperson shall provide refreshments at all general PTA meetings during the school year.
- 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.

Section 2. Chairpersons

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.

**Article IX - Financial Administration**

Section 1. Fiscal Year

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

Section 2. Signatories

The Co-Presidents and the Treasurer 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 Committee

A Budget Committee of up to five (5) persons, with the Treasurer as Chair, shall be appointed by the President or Co-Presidents 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.

Section 4. Financial Accounting:

- 4.1. The Treasurer shall prepare an interim financial report by January 31st and an annual financial report by June 30 of all income and expenditures.
- 4.2. Copies of both financial reports must be filed in the principal's office and distributed to all parents upon request within 5 days.
- 4.3. The budget process must be presented to the membership in May for approval.

Section 5. Auditing Committee

At the March Board meeting, an auditing committee of three (3) shall be selected by the President(s). The Committee shall file their report with the Executive Board and shall present such report to the general meeting at the May meeting. The report in summary form shall be made public for the September general meeting. Executive Board members other than those who are signatories on the checks may serve on the Committee.

**Article X - Parliamentary Authority**

The rules contained in Robert's Rule of Order, shall govern in all cases where they are applicable and in which they are not inconsistent with these bylaws.

**Article XI - Amendments**

Section 1.

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified.

Section 2.

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

Section 3.

A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Section 4.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article XI, at the membership meeting held on May 26, 2010.