

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

APPROVED BY THE MEMBERSHIP ON **OCTOBER 22, 2009**

SECRETARY

PRINT PRESIDENT'S NAME

SIGNATURE

DATE

PRINT OFFICER'S NAME

SIGNATURE

TITLE

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 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;

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.

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.

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. If the PTA allows teachers (all staff) currently employed at THHS they 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.

Article V - Officers

Section 1.

The officers of the PTA shall be a President or two-Co-Presidents, a Treasurer, a Recording Secretary and a Corresponding Secretary. The PTA must elect the mandatory core officers(President, Secretary and Treasurer) in order to be a functioning PTA.

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 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.
- 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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 five members, three of whom shall be selected by the membership at the March meeting. The two remaining members shall be appointed by the President with the approval of the Executive Board at the March Executive Board 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 recommend one slate of eligible candidates to members at the April meeting.
 - 5.2.2 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.

Section 6. Election of Officers

- 6.1. PTA elections will be held between the fourth Monday in May and the second Friday in June.
- 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(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.

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. The appropriate ranking of PTA officers for the purpose of filling vacancies by succession are President/Co-President, Recording Secretary and Treasurer.
- 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.
- 8.3. 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 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.
- 1.3. PTA use of school space has been increased from six to eight hours per month.

Section 2. Special Membership Meetings

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

Section 3. Quorum

A quorum of 15 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
- 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

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 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.

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 Membership, Fundraising and Publication(Newspaper). Additional standing committees may be formed by a majority vote of the general membership on the recommendation of the Executive Board.

- 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.
- 1.1.2 The Fundraising Committee shall be responsible for notices, collection of all monies and getting monies to the Treasurer for deposit.
- 1.1.3 The Publication(Newsletter) shall report PTA news to the general membership via the newsletter twice a school year.

Section 2. Chairpersons

Chairpersons shall be appointed by the President with the approval of the membership.

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 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.

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

These bylaws may be amended at any regular general membership meeting of the PTA by a 2/3 vote of the members present, providing the amendment has been presented, in writing, to the membership at least ten (10) days in advance. Amendments are effective immediately unless otherwise stated by the motion, A thorough review of these bylaws shall be conducted every three(3) years.

These bylaws as set forth above were voted on and approved by the membership at the general PTA meeting held on October 22, 2009.