



**Department of
Education**

Dennis M. Walcott, Chancellor

BYLAWS

OF

**The Urban Assembly
New York Harbor School
Parent Teacher Association**

APPROVED BY THE MEMBERSHIP ON **September 20, 2022**
In compliance with most recent Chancellor's Regs of November 18, 2021

Amy Koza and Angelina Capodanno
CO-PRESIDENTS

3/17/2023

3/17/2023

Date

Hilory Wolden
VICE-PRESIDENT

3/17/2023

Date

Renee Alevras and Jane McNamara
CO-SECRETARIES

3/17/2023

3/18/2023

Date

Tamara Johnson and Lara Bursor
CO-TREASURERS

3/19/2023

3/18/2023

Date

Article I - Name

The name of the association shall be the **New York Harbor School Parent Teacher Association.**

Article II – Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

- 1.1.** Parents of students currently attending **New York Harbor School** are automatically members of the **New York Harbor School Parent Teacher Association.**
- 1.2.** Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons “in a parental relation” to a child currently attending New York Harbor School. A person in a parental relation refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. A person may qualify as a person in parental relation only if no other eligible person applies as parent or guardian. Any determinations about who constitutes a person in parental relation must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. This shall include consultation between the PA Executive Board and the principal. The denial of membership under this definition may be the subject of a grievance to the Department of Education under Department of Education Regulation A-660. A person who provides temporary care for a child (e.g., a babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation.

- 1.3. A parent may not designate another individual to serve in his/her place as a member of the PTA. However, a designated person, as distinct from a person in parental relation, who is acting in *loco parentis* in place of a parent, for example, a caretaker or a noncustodial family member, may have limited participation in the PTA provided they submit a letter to the Principal signed by the parent. Such a designated person may then participate in the PTA in place of the parent, but may not vote.
- 1.4. All disputes as to either persons in a parental relation or designated persons will be referred to the school administration.
- 1.5. Parents of incoming students who do not currently have a student enrolled at New York Harbor School are not eligible for membership and may not stand for election until their child is enrolled in and attending the school.
- 1.6. As this association is a Parent Teacher Association, membership is also open to all teachers, nurses, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the New York Harbor School.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation of **\$300**.

Section 3 Voting Privileges

Each member shall be entitled to one vote. Members must be present to vote. Proxy voting or absentee balloting (including via email) is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Article IV – Officers

Section 1 Titles

The mandatory officers of the association shall be: president and/or co-president, recording secretary and treasurer. The association must elect the mandatory officers: **president, recording secretary, and treasurer**, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent of a child attending New York Harbor School, or a teacher, etc. (See Sec.1.6)

Section 2 Term of Office and Term Limit

The term of office shall be from July 1 through June 30. All parent members are eligible to run for any office.

Term limits for each officer position of the association shall be two (2) consecutive one-year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

President and/or Co-Presidents: The president or co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president(s) shall appoint chairpersons of association committees with the approval of the executive board. The president(s) shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president(s) shall attend all regular meetings of the Presidents' Council and shall be a mandatory member of the School Leadership Team and communicate to membership information discussed at SLT meetings including CEP and the budget from DOE's Galaxy system. If the position is shared by co-presidents, one shall be the representative to the Presidents Council and one the SLT representative. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president will review and approve (and if the President is unavailable, the Recording Secretary shall do so) all external communications from Executive Board and Committee members pertaining to school and PTA business. The president shall be responsible for checking and responding to all email sent to pta@newyorkharborschool.org at least once weekly. The president shall assist with the June transfer of association records to the incoming executive board. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Presidents. Each Co-President shall have full voting rights on the Executive Board.

Recording Secretary: The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records in the Cloud (DROPBOX) or on school premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the Cloud (DROPBOX) or in the principal's

office. The recording secretary will review and approve, at the PTA President's request or in their absence, all external communications from Executive Board and Committee members pertaining to school and PTA business. The recording secretary shall assist with the June transfer of all association records to the incoming executive board. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Recording Secretaries. Only one Co-Recording Secretary shall have full voting rights whenever a vote is taken by the Executive Board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures in the Cloud (Dropbox) or on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Treasurers. Only one Co-Treasurer shall have full voting rights whenever a vote is taken by the Executive Board.

Vice President: Shall assist the president(s) and shall assume the president's duties in his/her absence or at the president's request. Represents the association at meetings the president cannot attend, presides at meetings of the association when the president is unable to attend. The vice president is principally responsible for merchandise sales for the organization. The vice president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of association records to the incoming executive board. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Vice Presidents. Only one Co-Vice President shall have full voting rights whenever a vote is taken by the Executive Board.

Freshman At-Large: The Freshman at-large position is designed to ensure that the PTA executive board includes representation for families with children in the 9th grade. The At-large representative will act as a liaison to their respective communities and take responsibility for tasks on the executive board. The representative is expected to attend all executive board and general member meetings. This position may be held by one or

more people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Freshman-At-Large representatives. Only one Co-Freshman-At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Fundraising Chair: The Fundraising chair position develops fundraising strategies and oversees the PTA's overall fundraising efforts to support student and school activities, with principal responsibility for All Hands On Deck Annual Fund Campaign and other fundraising events and activities. Additionally, this position is responsible for overseeing grant procurement activities. The fundraising chair is responsible for forming and overseeing ad hoc Fundraising and Grant Committees, and recruiting committee members for each. The chair is responsible for ensuring that all fundraising activities comply with all Chancellor's Regulations, including A-660, A-610, A-650 and A-812. The chair is also responsible for obtaining membership approval for all fundraising activities during a regularly scheduled meeting prior to initiating the activity and for ensuring the approval is reflected in the minutes. The representative is expected to attend all executive board and general member meetings. The chair must prepare a Fundraising Activity Report following the completion of each fundraising activity and provide the report to the Treasurer and principal no more than 30 days after the fundraising activity. The report must be made available to members at the next general membership. The chair must attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Fundraising Chairs. Only one Co-Fundraising Chair shall have full voting rights whenever a vote is taken by the Executive Board.

Aquaculture-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Aquaculture CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Marine Biology Research-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Marine Biology Research CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and

events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Marine Affairs, Policy and Advocacy-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Marine Affairs, Policy and Advocacy CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Marine Systems Technology-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Marine Systems Technology CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Ocean Engineering-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Ocean Engineering CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Professional Diving-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children

in the Professional Diving CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Vessel Operations-Representative-At-Large: is designed to ensure that the PTA executive board includes representation for families with children in the Vessel Operations CTE. The At-large representative will act as a liaison to their respective communities, will encourage participation in the All Hands On Deck Annual Fund Campaign and other PTA and school activities, and assist in the planning of activities and events for member participation. The representative is expected to attend all executive board and general member meetings. This position may be held by one or two people who agree to run together as a slate and to jointly share responsibilities thereby acting as Co-Representatives-At-Large. Only one At-Large representative shall have full voting rights whenever a vote is taken by the Executive Board.

Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1, with the exception of positions reserved for a fall election to accommodate parents of incoming students. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1. A written Notice of Election Meeting must be sent to all parents at least 10 calendar days prior to any PTA election. All voting must be done either in person, or within a VRP meeting (virtually remote platform) Notice of any meeting must indicate the meeting format and location (i.e., in person or VRP.) Chancellor's regs advise recording VRP meetings.

Nominations for the CTE Representative-at-Large positions will also be taken from the floor prior to the election.

The Freshman-at-Large Representative shall be elected at the September general meeting. Nominations will be taken from the floor immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.2 (below) of these bylaws.

Employees of New York Harbor School may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending New York Harbor School. They can, however, serve on a committee of the PTA.

- 4.1. Nominating Committee: A nominating committee must be established during the April general membership meeting. The nominating committee shall consist of two or more members. The majority of the committee members must come from the general membership. The president shall select members of the nominating committee, subject to the approval of the executive board members. No person employed at New York Harbor School shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- Canvassing the membership for eligible candidates;
- Preparing and distributing all notices of any procedures and meeting pertaining to the nomination and election process, in accordance with CR A-660;
- Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- Verifying the eligibility of all interested candidates prior to the election;
- Ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May meeting, except for parent-at-large positions. Nominations for the CTE parent-at-large representatives can be taken from the floor immediately prior to the election to accommodate parents of freshmen who are assigned to CTEs in June. The Freshman parent-at-large representative is nominated in September per Section 4 above.
- Scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting;
- Ensuring that the election is certified by the principal or his/her designee immediately following the election.

If a nominating committee cannot be formed, the association must proceed with an expedited election – a single meeting where all

nominations are taken from the floor for all offices immediately prior to the election.

- Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed by the most effective means for reaching all parents (e.g., email, backpack mail, automated calls) at least 10 calendar days prior to any PTA election, namely by June 1, in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.2. Contested Elections and the Use of Ballots:

- Ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- Only members of the PTA at the time of the election are eligible to vote. The principal or designated school employee must verify each individual's eligibility to vote prior to the distribution of ballots.
- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- The association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.3. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.4. Certification of Election

Election results must be recorded on the PTA Election Certification Form, and signed by the principal or the principal's designee(the Parent Coordinator), before the election is adjourned. Upon being elected, the mandatory officers must provide their contact information, accurately and legibly, on the Election Certification

Form. The information must include an email address where they can be reached. The signed certification must be retained by the PTA, and a copy filed in the principal's office and with the appropriate superintendent.

4.5. Officer Vacancies:

When a mandatory officer position becomes vacant, membership must be notified in writing within 5 calendar days whether the vacancy will be filled through succession or expedited election. All mandatory officer vacancies must be filled by succession of the next highest-ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest-ranking officer. However officers may choose to retain their position and not succeed to a vacant office, in which case the option to fill the vacancy moves to the next officer in the succession hierarchy. 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 recording secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be: Co-President(s), Co-Vice President(s), Co-Recording Secretary(s), Co-Treasurer(s), and Co-Freshmen-at-Large.

4.6. Expedited Election Process:

Expedited elections shall be held to fill mandatory vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws

Section 5 School Leadership Team Elections

The membership must elect the 5 parent representatives of the School Leadership Team (SLT). Representatives serve for a two-year term. SLT elections must take place at the same time as officer elections and after the election of PTA mandatory officers. SLT elections may follow the procedures above for Expedited Elections. The PTA President is a mandatory officer of the SLT. In the case of co-Presidents, the remaining officers must decide which one will serve on the SLT and which on the Manhattan Presidents' Council. If unable to serve on the SLT, or on the Presidents' Council, the President must nominate a designee to serve in these positions and the designee must be approved by the membership.

Section 6 Education Council Selectors

Only mandatory officers – president, recording secretary and treasurer -- are allowed to vote for Community Education Council, Citywide Council on High Schools or District 75 Council parent representatives.

Section 7 June Transfer of Records

7.1 The following PTA Records must be maintained for 6 years in electronic or paper form: bylaws and related amendments; meeting notices, agendas, and minutes; records of officer elections other than ballots; and financial records. Financial records must include interim and annual financial reports, bank statements, bank/debit cards, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, copies of checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures or any financial transactions must also be maintained.

7.2 Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, to include all parent contact information obtained during their term of office. The president must provide the newly elected president with log-in information and passwords for all PTA accounts, bylaws.

The recording secretary must provide the incoming recording secretary with PTA bylaws, meeting notices, agendas, and minutes from both general membership and executive board meetings. The Treasurer must transfer to the newly-elected treasurer the PTA's financial records, EIN, all information needed to access bank and other financial accounts, as well as information on the method of accounting and financial record keeping used by the PTA. Transfers must occur on school premises the next practicable day after the election. At least one meeting 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 during this process.

Section 8 Disciplinary Action

Any officer who fails to fulfill the duties of the office as outlined in these bylaws, including but not limited to unsatisfactory performance, exercising behavior unbecoming to the office, not acting in the best interest of the executive board and membership, putting personal interest ahead of that of the membership, posing a threat to the safety or well-order of the PTA or school community, violating the law or unexcused absence from executive board or general membership meetings shall be removed from

office by recommendation of the executive board or motion from a member. Failure to attend an executive board or PTA meeting without notifying the President(s) or Recording Secretary by email in advance of the meeting, and providing email documentation of said notification, constitutes failure to fulfill officer duties and, therefore, is cause for termination. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause and reasons for failure to fulfill the duties of the office to the general membership for consideration.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1 Composition

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

Section 2 Meetings

- 2.1. Regularly scheduled meetings of the executive board shall be held monthly, preferably two weeks prior to the General Membership Meeting, September through June, at a time convenient to the executive board members (**usually the first Monday from 7-8:30 PM via Zoom.**)

- 2.2 The PTA president(s) will chair all executive board meetings. In the president(s)' absence, the vice president will chair the meeting.
- 2.3 Individuals who are not officers may attend executive board meetings as observers, but may participate in discussions only at the discretion of the president or designated meeting chair.
- 2.4 Special meetings of the executive board may be held to address important matters that cannot be postponed until the next regularly scheduled meeting. Special meetings should follow the same procedures as regularly scheduled meetings, except that they may be convened upon 48 hours' notice.

Section 3 Voting

Each member of the executive board shall be entitled to one vote. When there are Co-officers for a position other than the President, only one Co-officer is entitled to a vote when the Executive Board holds a vote.

Section 4 Quorum

Five (5) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Section 5 Incoming Communications

- 5.1. The PTA must inform the membership how they may contact the executive board, including the PTA email address: **pta@newyorkharborschool.org**. The President(s) must determine a process for checking and responding to emails sent to the PTA email address at least once a week.
- 5.2. Each year's PTA leadership may choose (or decline) to have an individual email address for each of the three mandatory officers provided by the administration to the membership, as follows:
PTAPresident@newyorkharborschool.org
PTASecretary@newyorkharborschool.org
PTATreasurer@newyorkharborschool.org
Non-mandatory officers may choose to provide individual email addresses as well.

Section 6 Outgoing Communications

6.1. All outgoing communications to membership, school administration, partners, including the Billion Oyster Project (BOP) and the Trust for Governors Island (TGI,) as well as any outside entity, must be reviewed and approved by the President(s) prior to sending the communication. In

instances where an identical communication is going to multiple parties, only a template of the communications needs to be reviewed and approved.

6.2. All materials distributed to students or parents or posted in the school or on the school's website must first be reviewed by the principal for suitability and appropriateness. The principal must render a decision within 24 hours of receiving the material to be posted or distributed

Article VI – General Membership Meetings

Section 1 General Membership Meetings

- 1.1. A minimum of nine PTA meetings is required to be held each year.
- 1.2. The general membership meetings of the association shall be held monthly, September through June, on the **Third Tuesday at 6pm**, unless this date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Tuesday**, as determined by the executive board.
- 1.3. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten (10) calendar days prior to the scheduled meeting.
- 1.4. All meetings, including committee and executive board meetings must be held in the association's home school or other approved DOE site. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs). However, VRP (virtually remote platform) meetings are allowed, and this permission extends to voting within a VRP and holding elections within a VRP. Notice of any meeting must indicate the meeting format and location (i.e., in person or VRP.) Chancellor's regs advise recording VRP meetings.
- 1.5. The PTA president(s) will chair all general membership meetings. In the president(s)' absence, the vice president will chair the meeting.
- 1.6. All eligible members may attend and participate in general membership meetings.
- 1.7. Non-members may attend general membership meetings as observers, but may participate in discussions only at the discretion of the presiding meeting chair.

- 1.8. Every member has the right to vote on all matters presented at general membership meetings. Voting must be in person, However, VRP (virtually remote platform) meetings are allowed, and this permission extends to voting within a VRP and holding elections within a VRP. Notice of any meeting must indicate the meeting format and location (i.e., in person or VRP.) Chancellor's regs advise recording VRP meetings. Voting by proxy, absentee ballot, email, is not permitted.

Section 2 Order of Business

The order of business at meetings of the association, unless changed by the executive board shall be:

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

Section 3 Quorum

A quorum of **ten (10)** members of the association shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and posted on the PTA section of the website in advance of the meeting and read for approval at every general membership meeting. The minutes of any association meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. Special meetings should follow the same procedures as regularly scheduled meetings.

Section 6 Parliamentary Authority

Except as otherwise specified in this regulation or the bylaws, general membership meetings should proceed according to *Robert's Rules of Order- Newly Revised*.

Article VII - Committees

Section 1 Any Member of the General PTA Membership is eligible to be a member of or to chair any standing or ad hoc committee of the PTA.

Section 2 Standing Committees

1.1. The president will appoint standing committee chairpersons with the approval of the executive board. The president may be a member of a committee, but cannot be a committee chairperson. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

Senior Committee. The Senior Committee will be formed in the Fall of each year to represent families with children in the 12th grade, and is responsible for organizing and assisting with all tasks related to Senior activities and communicating details to and encouraging participation by all parents, including but not limited to: Graduation, Senior Prom, Senior Trip, College Tours, and any other non-academic senior activities. The chairperson of the committee shall make every effort to coordinate all efforts, strategies and communications with the appropriate school administrator.

Nominating:

Formed every April and ending every June, it will conform to the regulations outlined in Section 4.1.

Audit: When a PTA decides to conduct an internal audit, an audit committee must be formed. The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Section 2 Ad Hoc Committees

To accomplish a specific task or address a specific issue, the Executive Board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. All Ad Hoc

committees shall be established by executive board approval. The creation and dissolution of the committee must be recorded in the minutes of the Association.

Section 3 Creation of New Committees

In the event PTA members wish to create new committees, the members shall present the matter to the Executive Board for approval. If approved, the formation of the committee must be communicated to the membership at the next PTA meeting.

Section 4 Committee Meetings and Communications

- 4.1 Committee meetings may take place in a location convenient to members of the committee, but not in a private home.
- 4.2 Date and location of all committee meetings must be communicated at executive board and membership meetings.
- 4.3. All committee chairs will provide updates to the executive board at executive board meetings and to membership at general meetings.
- 4.4. All outgoing communications from any committee member must be reviewed and approved by the Recording Secretary and President.

Article VIII - Financial Affairs

Section 1 Fiscal Year

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

Section 2 Signatories

The president, vice president, and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

- 3.1 The executive board shall be responsible for the development and/or review of the budget process, which includes:
 - The outgoing executive board must review the current budget, annual financial status, accounting, expenditures

and outstanding bills and prepare a proposed budget for the next school year.

- The proposed budget for the next fiscal year must be presented to and approved by the outgoing executive board and subsequently presented to and approved by the membership no later than the June meeting.
- The budget must be submitted to the principal upon approval by the membership.

3.2 The budget may be amended by vote of the general membership at any membership meeting.

3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

3.4 Meeting must reflect a vote taken by the association to accept this action.

Section 4 Fundraising

4.1. All fundraising activities must comply with the Chancellor's Regulations A-660 (Section III.C) as well as Chancellor's Regulations on Flea Markets (A-650), Fundraising Activities and Collection of Money from Students (A-610), Sale of Nutritious and Non-Nutritious Foods (A-812), NYC DOE Parent Association Guide to Conducting Raffles and as appropriate.

4.2. The principal's written consent is required when a fundraising activity is held during school hours or on school property.

4.3. Plans for all fundraising activities must be approved by the membership during a regularly scheduled meeting. Membership approval must be reflected in the minutes of the meeting. Failure to obtain membership approval before initiating a fundraising activity is a violation of Chancellor's Regulations A-660.

4.4. The executive board must prepare a Fundraising Activity Report (<http://schools.nyc.gov/Offices/FACE/ParentLeader/PAPTA+Info.htm>) following the completion of each fundraising activity. The report must include the total amount of funds raised and related expenses and must be distributed to members at the next scheduled general membership meeting. A copy of the PTA Fundraising Activity Report must be provided to the Treasurer and the principal within the month after the fundraising activity.

4.5 Any donation to the PTA targeted for a specific purpose or group other than the PTA General Fund must first be approved by the

Executive Board and also by the membership as specified in 4.3 (above).

- 4.6. The PTA must allocate funds raised for a particular purpose solely for the designated purpose. Should there be any funds remaining, the future use of these funds is subject to approval of the membership by majority vote.

Section 5 Financial Transactions

- 5.1. The counting and handling of any cash received by the association, must be completed by at least 2 association members on the day of receipt, and a record completed to include the total amount of funds and signatures of the two members who participated in counting the funds. These association members cannot be related by blood or marriage. Funds must be given to authorized executive board members within 3 business days. Counting and handling of checks and money orders must be completed by the authorized executive board members.
- 5.2. All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but if a deposit will not be made within 1 business day, best efforts should be made to deposit these funds 3 business days of receipt by an authorized executive board member. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location, preferably on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school.
- 5.2 Documentation related to every financial transaction must be maintained by the Treasurer or Co-Treasurers (e.g., copies of checks, deposit slips and receipts, purchase orders, purchase receipts, association minutes related to the financial transactions, etc.)
- 5.3 PTA members may be reimbursed for out-of-pocket expenses upon submission of receipts. All such expenses must be already included in the current year's budget. Reimbursement must be made by check payable to the member, and not in cash.
- 5.4 Up to \$5,000 is allowed per reimbursement for any expense that has already been approved by the membership.
- 5.5 No checks may be written payable to "cash" or "petty cash". PTAs may utilize and access bank accounts through online portals provided by the bank or make payments to vendors through the bank's online payment system and use a bank debit card to pay for services to a

vendor in certain circumstances. But withdrawal slips or electronically generated checks are still not allowed.

5.6 The executive board is authorized to make an emergency expenditure not to exceed four hundred dollars (\$400.00) with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: need for additional funds for New York Harbor School Parent Teacher Association activities held outside normal school hours. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer and approved by the membership. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 6 Audit

- 6.1 When a PTA decides to conduct an internal audit, the president shall request volunteers to form an audit committee. Executive board members who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- 6.2. The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them.
- 6.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 6.4 The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.
- 6.5. If the association's net income exceeds \$50,000, it is recommended that the PTA hire a CPA or a person with professional expertise in accounting, business, or a related field to conduct their internal audit.

Section 7 Financial Accounting

- 7.1 The Treasurer shall prepare the Interim PA Financial Report by January 31 and the Annual PA Financial Report by June 30, including all income, expenditures, and other transactions. Copies

of these reports shall be provided to the principal and uploaded to the Cloud (Dropbox.)

- 7.2. The Treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurer, President or Vice President shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds.
- 7.3. All financial records of the association including checkbooks, ledgers, copies of checks, bank statements, invoices, receipts etc., shall be maintained by the Treasurer or Co-Treasurers.
- 7.4. All financial records will be secured at school either in paper or electronic form with access provided to the Parent Coordinator.
- 7.5. Financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time and follow procedures outlined in Chancellor's Regulations A-660 Section III.E.4.

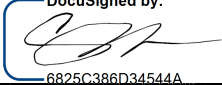
Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment was 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. These bylaws must be reviewed and, if necessary amended, every 3 years or whenever Chancellor Regulations A-660 are revised. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any 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.

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 IX, at the membership meeting held on **4/16/19**. This updates that last amended version, as of the date below signed.

Signed By:

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Amy Koza, Co-President

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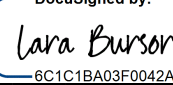
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Angelina Capodanno, Co-President


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Hillary Wolden, Vice President

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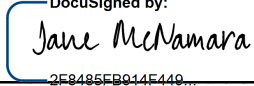
Lara Bursor, Co-Treasurer

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Tamara Johnson, Co-Treasurer

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RENEE G ALEVRAS
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Renee Alevras, Co-Recording Sec'y

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Jane McNamara, Co- Recording Sec'y

DATE (MM/DD/YYYY)

Filed with the Principal on:

_____ DATE (MM/DD/YYYY)