



BYLAWS

OF

Parent Teacher Association of the Academy for Software Engineering (AFSE)

APPROVED BY THE MEMBERSHIP ON
May 8, 2018

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

DATE

OFFICER'S NAME

OFFICER'S SIGNATURE

Article I – Name of the Organization

The name of the organization shall be Parent Teacher Association of the Academy for Software Engineering.

Article II - Objectives

The objectives of the association are to provide support and resources to the Academy for Software Engineering for the benefit and educational growth of its students; 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

Parents of students currently attending the Academy for Software Engineering are automatically members of the Parent Teacher Association of AFSE. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending the Academy for Software Engineering. Parents of a child who is attending the Academy for Software Engineering full time while on the register of a citywide program are eligible to be members of the Parent Teacher Association of AFSE. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

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 suggested donation of twenty five dollars.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at the Academy for Software Engineering shall be entitled to one vote. Each teacher currently employed at the school shall be entitled to one vote. Proxy voting or absentee balloting 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 officers of the association shall be: President, Vice President, two Recording Secretaries, and two Treasurers. There will also be a Parent Representative for each grade who will head up the outreach committee for each respective class. The association must elect the mandatory officers: President, Recording Secretary, and Treasurer in order to be a functioning association.

Section 2 Term of Office and Term Limits

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

Term limits for each officer position of the association shall be four (4) 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: The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. 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 shall assist with the June transfer of association records to the incoming executive board.

Vice President: The vice-president shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request. 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.

Recording Co-Secretaries: The recording co-secretaries shall record minutes at all association meetings. The recording co-secretaries' responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording co-secretaries shall prepare distribute copies of the minutes at the next scheduled meeting for review and approval by the general

membership. The recording co-secretaries shall maintain custody of the association's records on school premises. The recording co-secretaries 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 principal's office. The recording co-secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association.

The recording co-secretaries shall assist with the June transfer of all association records to the incoming executive board. The co-recording secretaries will determine respective responsibilities as they see fit, and report their conclusions to the executive board.

Co-Treasurers: The co-treasurers shall be responsible for all financial affairs and funds of the association. The co-treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The co-treasurers shall adhere to and implement all financial procedures established by the association. The co-treasurers 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 co-treasurers shall also prepare the association's interim and annual financial reports. The co-treasurers shall make available all books and financial records for viewing by members upon request and for audit. The co-treasurers shall assist with the June transfer of all association records to the incoming executive board. The co-treasurers will determine respective responsibilities as they see fit and report their conclusions to the executive board.

Freshman Representative and other Class Representatives:

The Freshman Representative shall be responsible for encouraging parent participation, outreach and recruitment. The Freshman Representative shall chair the membership committee which is a standing committee of the PTA with duties outlined in Article VII - Committees: Section 1 Standing Committee. The Freshman Representative shall be elected from among the parents of the incoming ninth grade during the September general meeting using the expedited election process as outlined in Article IV - Officers: Section 4 Election of Officers.

Other class representatives, such as the sophomore, junior and senior representatives will chair the outreach committee for their respective class.

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. 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.

The Freshman Representative position will be elected each fall, in the month of September. Employees of the Academy for Software Engineering may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the Academy for Software Engineering.

4.1 Nominating Committee: A nominating committee must be established during the April general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at the Academy for Software Engineering 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 in writing. 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 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 one week before the elections in June meeting;
- 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.

4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed 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.

4.3 Contested Elections and the Use of Ballots:

- Written 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.
- 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.
- Ballots must not be removed from the school. 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.

4.4 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.

4.5 Officer Vacancies:

All 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. 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: President, Vice President, Treasurer, and Recording Secretary.

4.6 Expedited Election Process:

Expedited elections shall be held to fill 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 Education Council Selectors

In the case of co-presidents, co-recording secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6 June Transfer of Records

All PA Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, 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 7 Disciplinary Action

Nonattendance at meetings

Any officer who fails to attend 3 consecutive executive board or general membership meetings without notice or explanation shall be contacted by the President or Vice President for information regarding absences, or to request either resignation, or commencement of attendance, upon the third missed meeting. If there is no response within two weeks, the officer is to be removed from office by recommendation of the executive board or motion from a member at the next meeting. A two-thirds vote of the membership present is required for approval. At that point a new officer can be immediately nominated and elected via an expedited election process.

If the officer responds with a reasonable explanation for absences as determined by the President they will remain in office provided they commence attendance regularly.

Unsatisfactory Performance

Unsatisfactory Performance will be defined as the inability to fulfill, through absence, noncompliance or both, part or all of the responsibilities for the position filled (President, Vice President, Co-Secretary, Co-Treasurer, Grade Representative) as defined by Article IV, Section 3 Duties of Officers.)

At any general membership meeting, an association member may make a motion to remove an executive board member for unsatisfactory performance and must present with arguments to support removal. Member will be given the opportunities to ask questions

or present counter-arguments. If needed, information will be gathered by the person initiating the motion, so that members may make an informed decision and presented at the next association meeting. If no other information is needed a vote will be taken and the majority vote will determine the outcome. In the case of a tie, the President will be the tie breaker. A co-secretary will prepare a letter indicating that the person has been removed from the position, with the reasons outlined and give a copy to the Principal.

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

Regularly scheduled meetings of the executive board shall be held monthly, at a time and place chosen by the executive board. Any executive member, can request a meeting of the executive committee.

Section 3 Voting

Each member of the executive board shall be entitled to one vote.

Section 4 Quorum

Three members of the executive board shall constitute a quorum , allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1 The general membership meetings of the association shall be held monthly, September through June, alternating the third Wednesday or Thursday of every month unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous, as determined by the executive board. 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 seven calendar days prior to the scheduled meeting.

1.2 All general meetings, must be held in the association's home school. Under no circumstances are Executive Board or Committee meetings to be held in commercial venues (e.g. restaurants and private clubs).

1.3 All eligible members may attend and participate in general membership meetings.

1.4 Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

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
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of 8 parents consisting of 2 executive board members and 6 parent 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 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

- 5.1 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.
- 5.2 Upon receipt of a written request from twelve association members, the president must call a special membership meeting within five (5) calendar days of the request and provide forty-eight (48) hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, Robert's Rules of Order – Newly Revised will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees

The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. The standing committees of the association are the following:

1.1 Membership Committee

The Membership Committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members.

1.2 Audit Committee

The Audit Committee shall conduct an internal audit of all financial affairs of the organization. The co-treasurers 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.

1.3 Finance Committee

The Finance Committee will support the co-treasurers by one or more of the following ways as determined on an ongoing basis by the co-treasurers.

1. Drafting a proposed budget each spring for approval by the membership.
2. A written review of the prior year's budget, both of which must be presented for vote at the May membership meeting.
3. Presenting the budget process (See Article VIII, Section 3.
4. Setting up record keeping of PTA dues contributions.
5. Setting up methods for contributing dues.
6. Supporting the set up and transfer of signatories.
7. Ensuring proper procedure for handling and reporting money along with filed documentation and communication of finances to co-treasurers during fund raising events.

1.4 Fundraising Committee

1. Propose ideas regarding fundraising activities to be presented to the executive board and then voted on at general PA meetings. (NOTE) In lieu of the establishment of a fundraising committee any member of the PA is welcome to propose ideas to be approved first by the executive board, and then presented for vote at general PA meetings.
2. Organize and allocate responsibilities within and without the fundraising committee with respect to each fundraising event.
3. Coordinate with the Co-Treasurers and/or the Finance Committee to ensure proper procedure for handling and reporting money along with

filed documentation and communication of finances to Co-treasurers during fund raising events.

4. Coordinate with the Co-treasurers and/or the Finance Committee on budget issues.

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, 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:

Review and Approval of Budget

- 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 incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process and the proposed budget to the general membership no later than the October meeting.

Fundraising

- The executive board must present the budget process and the proposed budget to the general membership no later than the October meeting.
- Plans for all fundraising activities must be approved by the association membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- The principal's written consent is required when a fundraising activity is to be held during school hours or on school property
- The association is responsible for fundraisers and any resulting funds. The association may request assistance from the parent coordinator in publicizing fundraising activities. Parent Coordinators may not handle PTA funds.

- The association may not obtain students' or parents' names, addresses or other contact information from the school, district, or borough for any purpose, including fundraising.

Counting and Recording of Fundraising Proceeds, Dues & Donations

- The counting and handling of any cash, checks or money orders received by the association must be completed by at least 2 association members in the school the same day of receipt. These association members cannot be related by blood or marriage. The Fund's financial records must display the total amount of funds and signatures of the association members who participated in the counting of funds. If the Treasurer was not one of the members counting funds, a report or copy of the documentation must be provided within 24 hours to the treasurer by email along with a hand copy kept in the associations' files which are kept in a file cabinet on school premises.

Deposit of Fundraising Proceeds, Dues & Donations

- The association must make every effort to deposit all cash received from a fundraising activity, donations, or dues within one business day, but in any event, no longer than 3 days.
- Funds must be taken to the Bank for deposit by the Treasurer or an authorized member of the Association. If the Treasurer does not make the deposit, the member who does should provide the treasurer via email within 24 hours a copy of the deposit slip, receipt and supporting documentation. Copies should also be kept in the association's files.
- If the deposit will not be made immediately on the same day of the fundraising activity or receipt of funds, the association must ensure that all funds are secured in a locked location on school or DOE premises (eg the school safe/association safe kept on school location).
- The association must obtain a written acknowledgement from the principal when funds are secured in the school. These acknowledgements must include the dollar amount being secured.
- Under no circumstances may fundraiser proceeds be stored in an association or President's Council member's place of work or residence.

Fundraising Activity Report

- The association's executive board must prepare a Fundraising Activity Report, available at:
<http://schools.nyc.gov/Offices/FACE/filesandresources.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 meeting. The associations executive board must report which program goals the funds will be used to support. A copy of the Fundraising Activity Report must be provided to the principal no more than 5 calendar days after the fundraising activity.

Funds Raised for a Particular Purpose

- The association is required to allocate funds raised for a purpose solely for the designated purpose (eg funds raised for senior dues may only be used to fund payments of activities for students in that grade for that school year). Should there be any funds remaining, the future use of these funds is subject to approval of the membership by majority vote.
- 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 The executive board is authorized to make an emergency expenditure not to exceed \$500 with a two- thirds approval of the executive board. Emergency expenditures are appropriate for the purpose of the protecting the health and welfare of a student. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 4 Audit

- 4.1 The president shall request volunteers to form an audit committee of 2 to 5 persons. 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.
- 4.2 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.
- 4.3 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.

- 4.4 Upon completion of their review and investigation, the audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting in the final month of the schools term. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

Financial Records are all records reflecting income, expenditures, refunds, and any other financial transactions. The association's financial records must be maintained on school premises in the association's file cabinet. Association's financial records must be kept for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled, or voided checks, vendor contracts, inventory lists, of purchased or donated items, copies of records of tax exempt forms submitted for purchases, and any other record reflecting income expenditures or any financial transactions must also be maintained.

- 5.2 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. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from

the principal before collecting fundraiser proceeds from students. The treasurer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

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. 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.

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 November 16 2016.

Signed By:

President

Recording Secretary

(Month) (Day) (Year)

Filed with the Principal on _____
(Month) (Day) (Year)