

Bylaws
Of
Parent Teacher Association
High School for Environmental Studies

High School for Environmental Studies
444 West 56th Street
New York, NY 10019

Amended and approved by the PTA Membership on
December 21, 2011

Article I – Name

The name of the association shall be the Parent Teacher Association (PTA) of the High School for Environmental Studies.

Article II – Objectives

- 1 To provide support and resources to the school for the benefit and educational growth of the children.
- 2 To promote and help develop a cooperative working relationship between the parents and staff of our school.
- 3 To foster and encourage parent participation on all levels.
- 4 To provide opportunities and training for parents to participate in school governance and education decision-making.

Article III – Membership

Section 1. Eligibility

Membership in the association shall be limited to parents, guardians, persons in parental relation and designated persons to students currently attending the High School for Environmental Studies. In the beginning of each school year, a welcoming letter from the association shall inform parents of the PTA and shall encourage their participating. Membership shall be open to all teachers currently employed at the High School for Environmental Studies.

The process for designation and participation eligibility is described in Chancellor's Regulation A-660. The period of designation shall be from July 1 through June 30 and must be renewed each year.

Section 2. Donations

Each family shall be encouraged to make a voluntary donation. Donations are not a requirement for membership, voting or running for office.

Section 3. Voting Privileges

A parent/guardian of a child or children currently enrolled in the High School for Environmental Studies shall be entitled to one vote.

Each teacher currently employed at the High School for Environmental Studies shall be entitled to one vote.

Article IV – Officers

Section 1. Titles

The officers of the association shall be: (2) Co-Presidents, (1) Vice President, (1) Secretary and (1) Treasurer.

Section 2. Term of Office

The term of office shall be from July 1 through June 30. Officers shall be elected in May for a one-year term beginning July 1. There shall be a 2 term limit to serve in the same position.

Eligibility for office is limited to parents, guardians or persons in parental relation to High School for Environmental Studies student(s). Employees of the High School for Environmental Studies are not eligible for office.

Section 3. Duties of Officers

- 3.1 Co-Presidents: the Co-Presidents shall preside at all meetings of the association and shall be ex-officio members of all committees except the Nominating Committee. The Co-Presidents shall provide leadership for its members. The Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent activities. The Co-Presidents shall attend all regular meetings of the President's Council. One of the Co-Presidents shall be a core member of the School Leadership Team. The Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The Co-Presidents shall be two of the signatories on checks. The Co-Presidents or his/her designee shall represent the PTA on district committees.
- 3.2 Vice President: The Vice President shall assist the Co-Presidents and shall assume the Co-Presidents duties in their absence at the Co-Presidents' request.
- 3.3 Secretary: The Secretary shall maintain the official record of the proceedings and actions of all association meetings. The responsibilities shall include notices, agendas, sign-in sheets and material distributed. The Secretary shall prepare and read the minutes of each association meeting and shall make minutes available upon request. He/She shall

maintain custody of the association's records and reports. The Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that copies of the amended bylaw are on file in the Principal's Office. The Secretary shall assist the Treasurer with the June transfer of all PTA records to the incoming Executive Board. The Secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the association.

- 3.4 Treasurer: The Treasurer shall be responsible for all financial affairs and funds of the association. The Treasurer shall also be responsible for maintaining and updating records of income and expenditures 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 be prepared to present and provide copies of financial reports at all association meetings. The Treasurer shall also prepare and provide the January 31 interim and June annual accounting reports. He/She shall make available all books or financial Co-Presidents s for viewing by members upon request and for audit. The Treasurer shall prepare and assist the Secretary with the June transfer of all PTA records to the incoming Executive Board.
- 3.5 School Leadership Team Membership: One of the Co-Presidents shall automatically serve as a core member of the School Leadership Team. All other parent member representatives shall be elected by the general membership. No person employed in the High School for Environmental Studies shall be eligible to serve as a parent member representative on the School Leadership Team.

Section 4. Elections of Officers

4.1 Nominating Committee

- 4.1.1 The Nominating Committee shall consist of three to five (3-5) members to be elected by the membership at the February meeting. The majority must come from the membership. The Nominating Committee shall choose one of its members to serve as a chairperson. No person employed in the High School for Environmental Studies shall be eligible to serve as a parent member representative on the Nominating Committee.
- 4.1.2 Members of the Nominating Committee are not eligible to run for office. An eligible member of the Nominating Committee may be considered as a candidate if he/she immediately resigns from the committee in writing.

4.1.3 The Nominating Committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all positions. The Nominating Committee will also be responsible for conducting the election process. This includes the following:

4.1.3.1 Preparing and distributing all notices regarding this process in the applicable languages, where possible (i.e., meeting notices, agendas, reminder notices, tear-off applications, etc.).

4.1.3.2 Canvassing the membership for all eligible candidates.

4.1.3.3 Determining the eligibility of all interested candidates.

4.1.3.4 Reporting the names to date of those candidates during the April meeting.

4.1.3.5 Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nominations) to be taken from the floor during the April meeting.

4.1.3.6 Officially closing the nominating process.

4.1.3.7 Reporting the names of all eligible candidates and the positions they are seeking to the membership at least two (2) weeks prior to the May election.

4.1.3.8 Ensuring that only eligible members receive a ballot for voting.

4.1.3.9 Conducting the May election.

4.2 Additional Nominations

At the April membership meeting, the Nominating Committee shall request additional nominations from the floor. The Nominating Committee may also utilize tear-off applications to reach additional eligible candidates. Tear-off applications must include a cut-off date not less than ten (10) days from the date of distribution.

The Freshman Grade Level Representative nominations shall be accepted at the first PTA general membership meeting of the school

year. All other Grade, Level Representative nominations will follow the same rules as those stipulated for the PTA Officers.

4.3 Notices

The meeting notice and agenda for the May general membership election meeting shall be distributed two (2) weeks prior to the date. All meeting notices and agendas shall be available in the applicable languages, where possible. The distribution date shall appear on all notices. They shall list all candidates in alphabetical order under the office for which they were nominated.

4.4 Voting Requirements

Voting by proxy or absentee ballot is prohibited.

4.5 Election and Use of Ballots

4.5.1 The Nominating Committee shall be responsible for conducting the election.

4.5.2 Voting shall be by written ballot in accordance with Chancellor's Regulation A-660.

4.5.3 Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.

4.5.4 Ballots shall be printed with instructions in English and other languages, as appropriate, where possible.

4.5.5 Ballots shall be counted immediately following the election and in the presence of the members.

4.5.6 Ballots shall be retained for six months by the Chairperson of the Nominating Committee. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary.

4.5.7 The elections shall be scheduled at a time that encourages the maximum participation. This will require at least an evening session.

4.5.8 The elections for the School Leadership Team parent member representatives shall be held in accordance with the team's

bylaws. No person employed in the High School for Environmental Studies or serving as a community school board member shall be eligible to serve as a parent member representative on the School Leadership Team.

Section 5. Vacancies

A vacancy occurring in the office of one of the Co-Presidents shall be filled by the Vice President for the remainder of the term of office. A vacancy occurring in any other position shall be filled by a special election process. Officers who wish to resign their positions once an election has been certified must do so in writing to the Secretary and at that time shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer records to the Co-Presidents.

Section 6. Disciplinary Action

- 6.1 Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause, following the written notice from the Executive Board, shall be removed from office by recommendation of the Executive Board or motion from a member and two thirds (2/3) vote of the membership present. The association's notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member.
- 6.2 Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after:
 - 6.2.1 A motion is presented, by any, PTA member during any meeting of the PTA assembly to appoint a Review Committee. The motion must be approved by vote of the general membership.
 - 6.2.2 The majority of the Review Committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the Review Committee.
 - 6.2.3 The Review Committee must investigate, examine and obtain all relevant documents, interview pertinent witnesses, etc, in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and witnesses.

6.2.4 The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the Review Committee. The association's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership will then vote to remove or absolve the Officers(s).

Article V – Executive Board

Section 1. Composition

The Executive Board (a.k.a., the Board) shall be composed of the Officers of the association, four Grade Level Representatives elected by the membership and Chairpersons of standing committees. No person employed in the High School for Environmental Studies shall be eligible to serve on the Board or as a parent member representative on the School Leadership Team.

Officers shall be expected to attend all meetings and shall be subject to removal under Article IV, Section 6 unless a good and valid reason is rendered in writing.

Section 2. Meetings

Regularly scheduled meeting of the Board shall be held on the third Wednesday of every month September through June at 5:30 pm unless such date shall fall on a legal holiday, in which case, the meeting shall be held on the following or previous Wednesday.

Section 3. Voting

Each member of the Board shall be entitled to one vote.

Section 4. Quorum

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

Article VI – Meetings

Section 1. General Membership Meetings

1.1 The general membership meetings of the association shall be held on the third Wednesday of every month from September through June at

6:30 pm unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous Wednesday as determined by the Board. Phone notification of each membership meeting shall be distributed in all applicable languages, and, where possible, at least ten calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices. Notices of association meetings will be posted on the High School for Environmental Studies website (<http://www.envirostudies.org>).

- 1.2 All eligible members may speak and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.3 Observers may speak and otherwise-participate, if acknowledged by the Co-Presidents.

Section 2. Order of Business

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

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|----------------------------------|-----------------------------------|
| A. Call to order | F. Schools Leadership Team Report |
| B. Reading & approval of minutes | G. Committee Reports |
| C. President's Report | H. Old Business |
| D. Treasurer's Report | I. New Business |
| E. Principal's Report | J. Adjournment |

Section 3. Quorum

Ten (10) members of the association present shall constitute a quorum allowing official business to be conducted.

Section 4. Minutes

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes will be made available upon request to any member.

Section 5. Special Membership Meetings

- 5.1 A special membership meeting shall be called to deal with a matter or matters of importance that cannot be postponed until the next general membership meeting. The Co-Presidents may call a special membership meeting with a minimum of forty eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 In addition, upon receipt of a written request from five (5) association members, the Co-Presidents must call a special membership meeting within five (5) working days of the request and with forty eight (48) hours written notice to parents.

Section 6. Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order, latest revision, provided they are not inconsistent with law, policy, regulation and these bylaws.

Article VII – Committees

Section 1. Standing Committees

- 1.1 Standing Committee chairpersons shall be elected by the membership. Ad-hoc Committees shall be established by Board approval. Only Chairpersons of standing Committees shall be allowed to vote on Board issues. The Chairpersons of any standing committee shall present all plans to the Board. Any committee correspondence must have prior approval of the Board. The standing committees of the association are:
 - 1.1.1 Newsletter: The Newsletter Committee shall be responsible for encouraging parent participation, out reach and recruitment. The Newsletter Committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the Principal, Co-Presidents, list of Board members, all PTA meeting dates, student and parent events, school policies, PTA budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members which shall be available without home addresses at every membership meeting.
 - 1.1.2 Fundraising: The Fundraising Committee shall be responsible for planning and executing all fundraising activities approved by the membership. The committee shall collect all monies from such activities, record the income and turn all funds over to the

Treasurer for deposit at the next membership meeting following a fundraising activity. The committee chairperson shall report all income, expenditures and profit from the activity and shall prepare a written report for distribution to the membership pursuant to Chancellor's Regulation A-660.

1.1.3 Hospitality: The Hospitality Committee shall be responsible for arranging light refreshment at meetings of the membership and at any of its activities, as appropriate.

1.1.4 Safety: The Safety Committee shall consult and coordinate with the administration of the High School for Environmental Studies to ensure that the PTA goals, regarding safety, security and standards of behavior provide a secure learning environment.

Section 2. Ad Hoc Committees

2.1 Where an issue or situation arises that necessitates the establishment of a committee, Ad Hoc Committees, such as, but not limited to: Nominating, Academic Advisory and Budget and Audit, may be formed by the Board. These committees may be dissolved when the need no longer exists, by a majority vote of the Board.

2.2 The Board, with the approval of the membership, shall appoint Chairpersons of the Ad Hoc Committees.

2.3 The Chairpersons shall not be voting members of the Board.

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 Co-Presidents and the Treasurer shall be authorized to sign checks. All checks require at least two (2) signatures. Signatories shall not be related by blood or marriage.

Other individuals may be designated as signatories as approved by the Board.

Section 3. Budget

The Treasurer is responsible for the budgetary process and the proper recording of transactions.

Section 4. The Budgetary Process

- 4.1 The Treasurer may be aided by the formation of a Budget Committee not to exceed five (5) people.
- 4.2 The outgoing Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and approve the proposed budget for the next school year.
- 4.3 The proposed budget must be presented to and approved by the membership no later than the May meeting.
- 4.4 The incoming Board must review the May-approved budget in September. Budget amendments may be proposed at this time.
- 4.5 The May-approved budget should be presented to the membership in September, along with any Board proposed changes.
- 4.6 The Board is authorized to make an unbudgeted emergency expenditure not to exceed \$100.00 with at two thirds (2/3) approval by the Board. The emergency expenditure must be explained to the membership at the next membership meeting.
- 4.7 The budget may be amended by a vote of the general membership at any membership meeting.
- 4.8 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

Section 5. Financial Accounting

- 5.1 The Treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and the applicable regulation of the Chancellor.
- 5.2 All records of the association, including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured.

5.3 Deposits

- 5.3.1 The Treasurer, Secretary, at least one other PTA Officer, and additional persons, as needed, shall be designated and approved by the PTA Board to collect, count, tally and record all orders and payments.
- 5.3.2 The counting and handling of any cash requires at least two (2) non-related PTA members to participate. Received monies shall be counted within the same day, recorded and signed by the involved PTA members. All monies must be counted in school.
- 5.3.3 Receipts should be given for all cash transactions.
- 5.3.4 All parties involved in these financial transactions shall initial the receipts.
- 5.3.5 Deposit slips shall identify the source of all monies deposited.
- 5.3.6 A Board member shall compare receipts issued to bank validated deposit slips or bank statements.
- 5.3.7 All funds shall be deposited in the bank account by authorized Board members.

5.4 Expenditures

All expenditures must be supported by invoices or Board membership minutes.

5.5 Reporting

The Treasurer shall prepare and provide copies of the interim financial accounting report by January 31 and the annual financial report by June meeting including all income and expenditures, to be presented and reviewed by the general membership. Copies of these reports shall be provided to the Principal.

5.6 Flow-through Transactions

At times a deposit is targeted to a specific purpose, in effect creating a flow-through transaction. While this is acceptable, expenditures must be supported by invoices or other satisfactory documentation.

Section 6. Audit

- 6.1 Should the need arise, the Co-Presidents shall request volunteers to form an Audit Committee of three to five (3-5) persons. Board members, if they are not check signatories, may serve on this committee. The majority of this committee should be comprised from the general membership.
- 6.2 The Audit Committee shall prepare an audit of all financial affairs of the organization 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 the examination of all relevant financial statements, records of disbursements, verification of all association equipment and ensuring that bylaw provisions for this expenditure of funds were complied with.
- 6.4 The Audit Committee shall prepare a written report to be presented to the membership at its May meeting or upon completion of their review and investigation, as applicable.

Article IX – Amendments

These bylaws may be amended at any regular meeting of the association by a two thirds (2/3) vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments will be effective immediately. A thorough review of these bylaws shall be conducted every three (3) years by the end of October of that year. The calendar for review of the bylaws shall be presented to the Board for review in May so it may be presented to the Board in effect in September of the following school year.

These bylaws as set forth above have been voted on and approved by the membership at the general membership meeting of January 18, 2012.

Signed by:

Christina Palmer, Co-President

John Tiedeman, Treasurer

Christine Malone, Secretary

THIS IS NOT PART OF THE BYLAWS

Addendum: Notes on Changes

1. Voted and approved by the Executive Board:
Article III - Membership, Section 2. Donations:
Originally: Each family shall be required to make a voluntary donation of \$100.00.
Revised: Each family shall be encouraged to make a voluntary donation.

2. Voted and approved by the Executive Board:
Article VI – Meetings, Section 1. General Membership Meetings:
Originally: The general membership meetings of the association shall be held on the third Wednesday of every month from September through June at 7:00 pm unless such day falls on a legal or religious holiday.
Revised: The general membership meetings of the association shall be held on the third Wednesday of every month from September through June at 6:30 pm unless such day falls on a legal or religious holiday.

3. Voted and approved by the Executive Board:
Article V – Executive Board, Section 2. Meetings
Originally: Regularly scheduled meeting of the Board shall be held on the third Wednesday of every month September through June at 6:00 pm unless such date shall fall on a legal holiday, in which case, the meeting shall be held on the following or previous Wednesday.
Revised: Regularly scheduled meeting of the Board shall be held on the third Wednesday of every month September through June at 5:30 pm unless such date shall fall on a legal holiday, in which case, the meeting shall be held on the following or previous Wednesday.

4. Voted and approved by the Executive Board:
Any typographical errors.