

BYLAWS

OF

NYC Museum School Parent - Teacher Association, Inc. (M414)

APPROVED BY THE MEMBERSHIP ON **June 9, 2020**

June 9, 2020

CO-PRESIDENT:

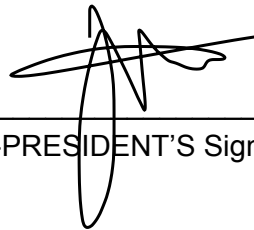


CO-PRESIDENT'S Signature

Gillian Sowell

June 9, 2020

CO-PRESIDENT:



CO-PRESIDENT'S Signature

Julia Haselmayer

Filed with the Principal on Sept. 8, 2020
(Month) (Day) (Year)

Article I - Name

The name of the association shall be the **NYC Museum School Parent - Teacher Association, Inc. (M414)** and hereafter referred to as the “PTA” or “Association.”

Article II - Objectives

The objectives of the Association are to:

1. develop parent leadership and build capacity for greater involvement;
2. foster and encourage parent participation on all levels;
3. develop a cooperative working relationship between the parents and staff of our school;
4. provide opportunities and training for parents to participate in school governance and decision-making;
5. provide support and resources to the school for the benefit and educational growth of the children;
6. and to conduct fundraising activities to support the above objectives.

Article III - Membership

A: Eligibility

Parent Eligibility:

1. A parent of a student currently on the register of the NYC Museum School is automatically a member of the Association.
2. Parents of a student currently attending NYC Museum School full time while on the register of a citywide program are eligible to be members of the are automatically members of the NYC Museum School Parent - Teacher Association, Inc. (Association). 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.
3. The term parent is defined as any person in a parental or custodial relationship to the student: Which includes the following:
 - a. Birth parent
 - b. Step-parents,

- c. Legally appointed guardians,
- d. Foster parents,
- e. Persons in parental relation.

Staff Eligibility:

1. Association membership is open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the NYC Museum School.
2. Supervisory staff (principals, assistant principals, and supervisors) and parent coordinators are not eligible to become members of the PTA in the school where they are employed, even if they have a child in the school. All other categories of school staff are eligible for PTA membership.
3. Restrictions on staff participation: School staff are not eligible to serve as members of the executive board or nominating/election committee of the PA/PTA in the school in which they are employed, even if they have a child in the school. Individuals whose employment is located at the school, but who are paid by a non-DOE funding source for a program that is not part of the regular school day are exempted from this restriction.

B: Donations

1. Donations are not a requirement for membership, voting or running for office.
2. Each member may be requested to make a voluntary donation.

C: Voting Privileges:

1. Every member of the Association shall be entitled to one vote during any meeting.
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. All members must avoid acting in circumstances in which their personal interests conflict with their interests as PTA members or officers, such as business dealings with the school, the community school district or the Department of Education. Such relationships or interests must be disclosed to the membership. 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).

D: Notices

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via backpack flyer to the children of parents or via

U.S. mail, postage prepaid. In addition (but not in place of backpack flyer or U.S. mail), courtesy copies of such notices may also be sent via electronic mail. Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, “calendar days” is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

Article IV - Officers

A: Titles

1. The officers of the Association shall be:
 - a. President or Co-Presidents
 - b. Recording Secretary or Co-Recording Secretaries
 - c. Treasurer or Co-Treasurers
 - d. First Vice President or Co-First Vice Presidents
 - e. Second Vice President or Co-Second Vice Presidents
 - f. Third Vice President or Co-Third Vice Presidents
 - g. 9th Grade Member-at-Large (up to two)
 - h. Members-at-Large (up to three)
2. The Association must elect the mandatory officers (president, recording secretary and treasurer) in order to be a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of a child attending NYC Museum School. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor’s Regulation A-660

B: Term of Office and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.
2. Term limits for each officer position of the Association shall be two consecutive one-year terms. A candidate who has served the maximum number of terms may

be elected to serve an additional term if no other interested candidate is nominated and is willing to serve.

C: Duties of Officers

1. President /or Co-Presidents:

The duties of the president shall include but are not limited to the following:

- a. preside at all meetings of the Association;
- b. be and shall be an ex-officio member of all committees except the Nominating committee.
- c. appoint chairpersons of Association committee chairpersons with the approval of the executive board.
- d. meet regularly with the executive board members
- e. in accordance with these bylaws to plan the agendas for the General Membership meetings.
- f. Encourage meaningful participation in all parent and school activities
- g. provide opportunities for members' leadership development
- h. delegate responsibilities to members of the Association as needed
- i. attend all regular meetings of the presidents' council
- j. be a mandatory member of the School Leadership Team.
- k. be one of the eligible signatories on checks.
- l. assist with the June transfer of association records to the incoming executive board.

In the event that the Association elects Co-Presidents, the co-presidents must decide who will serve as the presidents council member and who will serve as the mandatory member of the School Leadership Team, and inform the general membership. If the president or co-president is unable to attend District President's Council meetings and/or SLT, the president or co-president must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership.

2. Recording Secretary or Co-Secretaries:

The duties of the recording secretary shall include, but are not limited to the following:

- a. record minutes at all Association meetings.
- b. prepare notices, agendas, sign-in sheets and materials for distribution;

- c. prepare and read the minutes of each Association meeting
- d. distribute copies of the minutes at the next scheduled meeting for review and approval by the General Membership.
- e. maintain the custody of the Association's records and archived records shall be stored on school premises.
- f. incorporate all amendments into the bylaws and
- g. ensure that signed copies of the bylaws with the latest amendments are on file in the Principal's office and facilities controlled by the Association.
- h. be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association unless agreed otherwise by the executive board.
- i. assist with the June transfer of all Association records including all pertinent user ids and passwords, to the incoming executive board.

3. Treasurer or Co-Treasurer:

The duties of the treasurer shall include but are not limited to the following:

- a. be responsible for all financial affairs and funds of the Association.
- b. maintain an updated record of all income and expenditures on school premises;
- c. store all archived financial records on school premises.
- d. is one of the signatories on checks
- e. adhere to and implement all financial procedures established by the Association;
- f. prepare and present a written report of all transactions at every executive board and general membership meeting. (which must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period;.
- g. prepare the Association's interim and, annual financial reports, as well as the annual IRS filing.
- h. make available all books and financial records for viewing by members upon request and for audit;.
- i. assist with the June transfer of all association records to the incoming Executive Board.

4. Vice-Presidents or Co-Vice Presidents:

There shall be First, Second, and Third Vice Presidents or Co-Vice Presidents.

The duties of the Vice Presidents or Co-Vice Presidents shall include, but are not

limited to:

- a. Assist the President or Co-Presidents and assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- b. Coordinate and oversee activities and responsibilities associated with the Associations PTA's fund-raising, community building, and grant- writing activities,
- c. develop and disseminate communications to NYC Museum School High School families, including but not limited to general mailings, e-mail blasts, website content, and events;
- d. Solicit participation from parents to volunteer as needed for committees and events, and campaigns.
- e. Recruit and coordinate parent volunteers to serve as needed, and to assist in planning and helping with events.
- f. can be authorized to co-sign checks with the Treasurer or Co-Treasurers;
- g. assist with the June transfer of PA records to the incoming Executive Board.

5. 9th Grade Member at Large (up to two)

- a. Two Member-at-Large positions to be elected in the fall shall be reserved for 9th grade parents. The positions shall be elected in the October General Membership meeting.
- b. 9th Grade Member(s) at Large shall work with the Executive Board on all Association activities and also focus on engaging 9th grade families.

6. Members-at-Large (up to three)

- a. Three Members-at-Large positions to be elected in the fall shall be reserved for parents who are not in 9th grade. The positions shall be elected in the October General Membership meeting.

Article V - Executive Board

A: Composition

The Executive Board shall be composed of the elected officers of the Association. The Executive Board may also include chairpersons of standing committees. Officers shall be expected to attend all Executive Board meetings.

B: Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the first Tuesday of every month at 6:30 PM, or on the Tuesday preceding the scheduled General Membership Meeting of the PTA unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday of the month. Executive Board meetings are open to all members of the PTA as observers. Executive Board meetings are open to individuals who are not parents of students in the school with the prior approval of the Executive Board.

C: Voting

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

D: Quorum

One more than half the members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E: Education Council Selectors

The three mandatory officers of the Association shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. In the case of co-officers, the executive board must determine which co-officer will be the designated selector.

F: June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. 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.

Article VI – General Membership Meetings

A: General Membership Meetings

Meetings: General Membership meetings of the Association shall be held monthly, September through June, on the fourth Tuesday alternating between 8:15am and 6:30PM, unless such date falls on a legal or religious holiday, in which case the meeting shall be rescheduled, 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 ten calendar days prior to the scheduled meeting.

- a. All general membership meetings must be held in the Association's home school.
- b. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
- c. All eligible members may attend and participate in general membership meetings.
- d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B: 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
- Featured Speaker(s) (when applicable)
- President's Report
- Treasurer's Report
- Principal's Report (when applicable)
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Featured Speaker(s) (when applicable)
- Adjournment

C: Quorum

A quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Association business (In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660)

D: 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.

E: Special Membership Meetings

Requested by President:

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.

Requested by Parents

Upon receipt of a written request from eight (8) PTA members, the President must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

F: 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

A: Standing Committees

Chairpersons:

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:
 - a. encourage parent participation through recruitment and outreach;
 - b. plan various activities and events for member participation;
 - c. coordinate outreach efforts with the Parent Coordinator when possible;
 - d. maintain a current list of the Association's membership.
2. **Budget:** The responsibilities of the budget committee shall include but are not limited to:
 - a. review prior year's budget and make recommendations to executive board;
 - b. draft a proposed budget each spring for approval by general membership.
3. **Audit:** the responsibilities of the audit committee shall include but not are limited to:
 - a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
 - b. Review as needed all financial records;
 - c. Prepare written reports of its findings.
4. **Ad Hoc:** 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. The creation and dissolution of the committee must be recorded in the minutes of the Association.

Article VIII - Financial Affairs

A: Fiscal Year

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

B: Signatories

The President or Co-Presidents, Treasurer or Co-Treasurers, First Vice President or

Co-First Vice Presidents 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.

C: Budget

1. **Budget Process:** The Executive Board shall be responsible for the development and/or review of the budget process, which includes:
 - a. 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.
 - b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - c. 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.
 - d. The Executive Board must present the budget for membership approval no later than the October meeting.
 - e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
 - f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
 - g. All funds should be deposited into the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. 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 on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.

- h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)
- i. All funds received at the school in the mail should be opened and electronically captured on school premises by an Executive Board member other than the Executive Board member who deposits the funds. The electronic image should be emailed to nycmspta@gmail.com. The funds will remain at the school until the Treasurer or their designee picks them up to be deposited in the bank. After funds are deposited, the Treasurer will respond to the original emails stating when the funds were deposited.
- j. Documentation related to every transaction must be maintained and archives stored on school's premises (e.g. cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

2. Budget Amendments:

The budget may be amended by vote of the General Membership at any membership meeting.

3. Expenditures:

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

- 4. **Emergency Expenditures:** The Executive board is authorized to make an emergency expenditure not to exceed \$200 with a two-thirds approval of the executive board. 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.

D: Audit

1. Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. 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.

2. Duties

- a. 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.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. 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.

E: Financial Accounting Fundraising

1. Financial Report

The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA 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.

2. Record Keeping

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 and at least one other officer 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 June 9, 2020.