

**BYLAWS OF**  
**Parent Association of**  
**Manhattan School For Children (PS 333)**  
**(As revised April 2018)**

**Signed By:**

\_\_\_\_\_  
PA Co-President  
2017-2018

\_\_\_\_\_  
Date

\_\_\_\_\_  
PA Co-President  
2017-2018

\_\_\_\_\_  
Date

\_\_\_\_\_  
PA Recording Secretary  
2017-2018

\_\_\_\_\_  
Date

**These Bylaws as set forth herein have been voted on and approved by the general membership of the Manhattan School For Children Parent Association on April 17th 2018.**

Preamble

The Parents of Manhattan School For Children (“the School”) recognize that parent involvement is a vital component of a successful public school. Parent leadership is essential in order to develop school strengths, identify and solve problems, and to build the partnership between parents and schools that is necessary for education to flourish and for children to thrive. As such, the Parent Association of the School will seek to welcome and encourage the meaningful participation of all its members.

The Manhattan School for Children (MSC) was founded in the early 1990s through a cooperative effort of parents, teachers and staff members of New York City’s Community School District Three to be a school of choice open to children who are zoned for District Three.

Since its founding, MSC’s educators and parents have worked to build and maintain a community in which students of different racial, ethnic and socio-economic backgrounds and varied physical and academic abilities come together to celebrate multiple ways of knowing the world and each other.

Our student-centered, project-based pedagogical focus and instructional program is unique and grounded in the philosophy of a “community of learners.”

We believe that all children are gifted in multiple ways and therefore our curriculum is organized thematically using an open ended, interdisciplinary project-based approach that allows students to demonstrate their talents while learning from each other. In this way we respond to each child’s unique development needs while encouraging a meaningful learning process.

Our Philosophy :

- Children learn by doing
- Children learn at different rates, using different strengths and learning styles
- Children learn about the world in an integrated way
- Children learn when they feel good about themselves
- Children learn when their parents are active participants in their education and their school

Where possible this mission statement and philosophy sets and guides the objects of MSC’s Parent Association and is reflected in these bylaws.

**Article I – Name**

The name of the association shall be: **Friends of Manhattan School For Children** (“PA”). Its address shall be 154 W 93rd St, New York, NY 10025.

**Article II – Objectives**

The objectives of the PA shall be:

- to facilitate the Philosophy and Mission Statement of the School
- to promote MSC as a Kindergarten through Eighth grade school
- to facilitate family involvement at our school
- to facilitate communication between teachers, staff and parents
- to promote volunteerism to parents
- to provide financial support and resources to the school for the benefit and educational growth of the students
- to develop a cooperative working relationship between the parents and the staff of the school

- to promote and develop parent leadership and involvement
- to foster and encourage parent participation in the school's activities
- to provide a mechanism whereby parents can have input into the governance and decision making of the school
- to work collaboratively towards consensus in order to support the Mission Statement of the School.

## **Article III - Membership**

### **Section 1. Eligibility**

**Section 1.1. Parents.** All parents by birth or adoption, step-parents, legally appointed guardians, foster parents and any persons in a parental relation to a child currently on the School's register are automatically members of the PA. Such individuals will herein be referred to collectively as "Parents". Parents of a child who is attending the School full time while on the register of a citywide program are automatically members of the PA of the School. At the beginning of each academic year, the PA shall send a welcome letter to inform Parents of their automatic membership status and voting rights and shall encourage participation.

**Section 1.2. Others.** Persons who are not "Parents" as defined herein, such as caretakers and non-custodial family members can participate as members of the PA but are not permitted to serve as officers or committee chairs or vote. In the event that there is a question or dispute about a person's parental relationship to a student and whether such relationship, or in the event that there is a dispute as to whether a staff person or employee or volunteer, qualifies such a person to be a PA member, the Principal of MSC shall be the arbiter of such question or dispute.

### **Section 2. Donations/Dues**

Donations and dues are not a requirement for membership, voting or candidacy (running for office).

### **Section 3. Voting Privileges**

Every member has the right to vote on all matters presented at general membership meetings. Each Parent member at the school shall be entitled to one vote except that:

- (1) Voting must be in person. Voting by proxy, absentee ballot, email or conference call is not permitted. 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")
- (2) Any PA or Executive Board member who has any direct or indirect interest in a business dealing with the school, the community school district or the Department of Education ("DOE"), including contract personnel appointment, must refrain from participation in any decision relating to that matter;
- (3) Members who are employed in the school may not vote in matters involving personnel or the selection of supervisors or administrators; and
- (4) Only members of the PA who are (a) Parents and (b) not employed in the school may vote to offer or withdraw membership to or from staff. Any such proposal requires an amendment of these Bylaws by vote pursuant to Article IX.

#### **Section 4. Communication**

At the beginning of each school year, the PA shall send written notice 10 school days prior to the first General Membership Meeting in September to all parents which notice shall inform all parents of their automatic membership in the PA, their voting rights; such Letter shall given written notice of the dates and times of each of the nine (9) regularly scheduled General Memberships and Executive Board meetings.

The PA shall deliver all written notices by “backpack/mailbox” delivery; every effort should be made to keep Written Notices by “backpack/mailbox” delivery to no more than one sheet of paper with printed material on both sides.

In addition to the required written notices by backpack/mailbox delivery, in order to keep the membership fully informed, the PA shall also communicate/notify the membership by email as necessary and appropriate.

The written notice may refer to documents or material that, instead being distributed to all parents, are being made available to those parents that want them and informing everyone to whom to make the request or where to link to an electronic posting.

### **Article IV – Officers**

#### **Section 1. Mandatory Members**

Pursuant to CR A-660, in order to be a functioning Parent Association, the PA must elect the following mandatory officers: President or two Co-presidents, Recording Secretary or two co-secretaries, and Treasurer or two co-treasurers. There may also be a vice-president or two vice-presidents.

#### **Section 2. Qualifications**

**Section 2.1. Parents.** There shall be no qualifications for any PA office other than to be a Parent of a child currently attending the School.

**Section 2.2. Employees.** Neither employees of the School or employees of the DOE may serve as PA officers. This restriction applies equally to such employees who have a child currently attending 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.

**Section 2.3. Staff.** Staff is not eligible to serve as officers of the PA even if they have a child currently attending the School.

**Section 2.4. Conflicts of Interest.** PA members who may have a conflict of interest are not eligible to run for officer positions unless they have obtained from the DOE Ethics Officer.

**Section 2.5. List of Officers.** The PA Executive Board shall make available to the General Membership a list of elected PA officers. The list of officers shall contain the names and either a telephone number or email address for each officer; but shall not include the home address of the officers.

The list of officers shall be updated regularly, be made available in the office of the principal and at each PA general membership meeting and be posted on parent bulletin boards and distributed to all members at the beginning of the school year and be made available upon request by any PA member. At the end of the term of an officer of the PA, the Executive Board shall destroy the contact information for said Officer, unless said Officer grants the Executive Board written permission to maintain said information.

### **Section 3. Titles**

The officers of the Manhattan School For Children shall be:

- (1) President or Co-Presidents;
- (2) Vice President or Vice-Presidents
- (3) Recording Secretary or Co-Recording Secretaries;
- (4) Treasurer or Co-Treasurers

In the event that non-mandatory officer positions are not filled during the May or June election, the Executive Board may leave the position unfilled or call a special election. A special election must be called if a mandatory core officer position is vacated and is not filled by succession.

### **Section 4. Term of Office and Term Limits**

**Section 4.1. Term of Office.** The term of office shall be from July 1st through June 30th.

**Section 4.2. Term Limits.** Term limits for each officer position for the PA shall be two (2) consecutive one (1) year terms. Any candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate(s) is/are nominated and willing to serve. There shall be no limit to the number of terms a PA member may serve as an Officer.

### **Section 5. Duties of Officers**

**Section 5.1. All Officers.** PA Officers are responsible for running the day-to-day affairs of the PA and communicating with members to inform them and hear their concerns. Officers' general responsibilities include, but are not limited to, the following:

- (a) Officer's Contact Information. 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 email address provided will be

- shared with the appropriate Presidents' Council.
- (b) Information for Membership. A list of all officer's names and positions must be posted in the school at the beginning of each academic year. The list must also be made available in the Principal's office, at every general membership meeting and to members upon request. The list must include:
    - (1) A phone number where the Executive Board can be reached at the school;
    - (2) The PA general email address, either issued by the DOE or created by the Executive Board. This email account must be checked at least once a week by a designated Executive Board member; and
    - (3) Individual email addresses for each mandatory officer. Although not required, it is recommended that the list include email addresses for non-mandatory officers as well.
  - (c) Communications to the Membership. The Executive Board may communicate with the general membership via printed notices/flyers, group list serve, the school website, social media accounts, the PA general email and/or any other mode of communication the Executive Board feels is appropriate to reach a majority of the Parents. The group list serve, website, social media accounts and any other mode of communication linked to the PA must be used exclusively for PA purposes. Executive Board communications must not be used to endorse an individual candidate or slate of candidates in any election.
  - (d) Training and Preparation. The outgoing Executive Board Members shall assist with the June transfer of PA records to the incoming Executive Board. Newly elected officers are responsible for reading and familiarizing themselves with these Bylaws and CR A-660 in order to fully understand their role and responsibilities as PA officers. Officers should also attend training opportunities provided by the Presidents' Council, superintendent and FACE.

**Section 5.2. President or Co-Presidents.** The President(s) shall be the Chief Executive Officer of the PA. The President(s) or their designee, shall convene and 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 delegate responsibilities to other PA officers and members and shall encourage meaningful participation in all Parent and school activities. The President(s) shall attend all regular meetings of the District 3 Presidents' Council, shall be a mandatory member of the School Leadership Team and attend the monthly school safety meetings. The President(s) shall also act as the President of the 501(c)(3). The President(s) shall meet regularly with Executive Board Members in accordance with these Bylaws to plan the agendas for general membership meetings. The President(s) shall be one of the eligible signatories on checks. The President(s) shall act as a liaison between the PA and the school administration and shall meet on a semi-regular basis with the Principal. The President(s) or the President's designee (upon approval by the general membership) may attend the New York City DOE's professional development seminars relating to association leadership.

The office of President or Co-President are the same office and the same term limits apply whether a person acts as either a President or Co-President or a combination of the two for the period allowed under Article IV Section 4 herein. There shall be no more than two (2) Co-Presidents.

The President or one of the Co-Presidents shall be one of the “selectors” in the election of parent members to serve on the Community Education Council (“CEC”) as outlined in CR A-660. In the case of Co-Presidents, the Executive Board will decide which Co-President shall vote as the School PA President.

**Section 5.3. Vice President or Co- Vice Presidents.** The Vice President or co-vice presidents of the PA will assist the president or Co-presidents in any manner that the Co-presidents request and shall assume the duties of the President or Co-Presidents’ duties in his/her or their absence or at the President’s or Co-Presidents’ request. The Vice President or Co-Vice President shall be responsible for hospitality for designated PA events and meetings.

**Section 5.4. Recording Secretary or Co-Recording Secretaries.** The Recording Secretary or Co-Recording Secretaries shall, among other duties, maintain the official record (minutes) of the proceedings and actions of all PA meetings which includes the preparation of minutes, notices, agendas, sign-in sheets and materials for distribution for all PA meetings. The Recording Secretary or Co-Recording Secretaries shall make these records available upon request. The Recording Secretary or Co-Recording Secretaries shall sign and incorporate all amendments into these Bylaws and shall ensure that signed copies of the Bylaws with the latest amendments are on file in the Parent Coordinator’s office.

The Recording Secretary or Co-Recording Secretaries must arrive at least five (5) minutes prior to the scheduled start time of any Executive Board, general membership or special meeting to prepare to record the proceedings. The Recording Secretary or Recording Secretaries must keep track of all motions and related calls for consensus and vote at all PA meetings. The Recording Secretary or Co-Recording Secretaries shall provide all notices required by these Bylaws to the Board and general membership.

The Recording Secretary or Co-Recording Secretaries shall maintain custody of the PA’s records on school premises including ensuring that a complete file of all approved Executive Board, general membership and special meeting minutes and agendas is maintained on the PA Google Drive and in the office of the School’s Parent Coordinator. The Recording Secretary or Co-Recording Secretaries shall maintain and bring a binder with the current Bylaws and all meeting minutes for the current academic year to each Executive Board, general membership and special meeting of the PA. The Recording Secretary or Co-Recording Secretaries, with input from the Executive Board, shall determine the most appropriate methods and frequency of communications with members. The Recording Secretary or Co-Recording Secretaries shall also forward relevant District 3 Community and/or District announcements to the School Community via email Blast.

The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PA unless specific correspondence has been forwarded to another board member for handling. The Recording Secretary or Co-Recording Secretaries shall be responsible for checking and responding to emails sent to the PA general email address. Emails sent to the PA general email address will be checked weekly during the academic year except for

weeks (Monday-Friday) where school is out of session for more than two (2) days for holiday, vacation or other reasons as determined by the DOE.

The office of Recording Secretary or Co-Recording Secretaries are the same office and the same term limits apply whether a person acts as either a Recording Secretary or Co-Recording Secretaries or a combination of the two for the period allowed under Article IV Section 4 herein. There shall be no more than two (2) Co-Recording Secretaries.

The Recording Secretary or one of the Co-Recording Secretaries shall be one of the 'selectors' in the election of parent members to serve on the Community Education Council ("CEC") as outlined in CR A-660. In the case of Co-Recording Secretaries, the Executive Board will decide which Co-Secretary shall vote as the PA Recording Secretary.

**Section 5.5. Treasurer or Co-Treasurers.** The Treasurer(s) shall be responsible for all financial affairs and funds of the PA. The Treasurer(s) 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 Treasurer shall adhere to and implement all financial procedures established by the PA. The Treasurer(s) shall be prepared to present and provide copies financial reports at all PA meetings. The Treasurer(s) shall also prepare and provide copies of the interim financial reports (by January 31st) and annual financial reports (by June 30th). The Treasurer(s) shall make available all books or financial records for viewing by members<sup>1</sup> and for audit. The Treasurer(s) may attend the New York DOE professional development seminars relating to financial affairs. The Treasurer(s) shall oversee the creation and presentation of the PA budget to the general membership at the spring PA meetings and to the School Leadership Team prior to final vote at the June PA meeting.

The Treasurer or one of the Co-Treasurers shall be one of the "selectors" in the election of parent members to serve on the Community Education Council ("CEC") as outlined in CR A-660. In the case of Co-Treasurers, the Executive Board will decide which Co-Treasurer shall vote as the School PA Treasurer.

The offices of Treasurer or Co-Treasurer are the same office and the same term limits apply whether a person acts as either a Treasurer or Co-Treasurer or a combination of the two for the period allowed under Article IV Section 4 herein. There shall be no more than two (2) Co-Treasurers.

## **Section 6. Election of Officers**

PA Officers shall be elected annually between April 1<sup>st</sup> and the last day of school for a one (1) year term commencing July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A candidate need not be present at the Election Meeting to be eligible to run. The Principal must be notified in writing of the date of the election no later than April 1st.

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<sup>1</sup> Financial records shall be redacted to conceal individual member's names before viewing by any members to protect the confidentiality of all donors.

**Section 6.1. Nominating Committee.** A Nominating Committee must be established prior to April 1<sup>st</sup>. The nominating committee shall consist of at least two (2) but no more than five (5) member(s). The committee member or members must come from the general membership. Employees and Staff of the School may not serve on the Nominating Committee. This restriction applies equally to employees who have a child currently attending 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. If there is more than one member, the Nominating Committee shall choose one of its members to serve as Chairperson.

No person running for office may serve as a member of the Nominating Committee. An eligible member of the Nominating Committee may be considered as a candidate if he/she resigns from the Nominating Committee in writing.

If a Nominating Committee is not/cannot be formed by April 1<sup>st</sup>, the Executive Board shall communicate to the general membership that the nominations and election process outlined herein will proceed under the direction of at least one (1) member of the PA who is not running for office. This member will be selected to serve in this role by majority vote of the general membership at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of these Bylaws. They may also seek assistance with conducting nominations and the election from the District 3 Presidents' Council and/or the District 3 Superintendent and/or his/her designee (upon approval by the general membership).

If at least one (1) member of the PA who is not running for office cannot be identified to conduct the nominations and election process, an expedited nomination and election process as outlined in CR A-660 will be conducted by the District 3 Presidents' Council and/or the District 3 Superintendent or his/her representative by no later than the third Friday in June of each school year.

The Nominating Committee shall solicit candidates from the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices.

The Nominating Committee will also be responsible for conducting the election meeting. This includes the following:

- (a) Canvassing the membership for eligible candidates;
- (b) Preparing and distributing all notices of any meeting pertaining to the nomination, posting such notices at school and sending them by means calculated to reach all Parents (email, backpack or postal mail), in accordance with CR A-660. Notices should be translated into languages spoken by Parents at the School, whenever possible;
- (c) Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- (d) Verifying the eligibility of all interested candidates prior to the election;
- (e) Ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the election meeting;
- (f) Scheduling the election at a time that ensures maximum participation;
- (g) With the assistance of the School's Parent Coordinator, ensuring that only members who have been established as eligible members of the PA receive a ballot for voting; and

- (h) Ensuring that the election is certified by the Principal, or his/her designee, immediately following the election.

**Section 6.2. Notices.** The written meeting notice and agenda for the general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. The notice shall be distributed at least ten (10) calendar days prior to the election meeting. The Executive Board must create the notice and submit it to be distributed at least ten (10) calendar days prior to the election meeting. The Notice of Election Meeting must be in writing and must include:

- (a) The date, time and location of the election;
- (b) A list of all Executive Board positions to be filled;
- (c) An acknowledgement that the only qualification for all offices is that the candidate be a parent of a child at the School;
- (d) The mechanism(s) by which parents can become candidates for PA office and the date nominations close;
- (e) For expedited elections, a statement that all nominations will be taken from the floor at the election meeting;
- (f) If nominations have closed prior to the election notice being distributed, all candidates in alphabetical order by surname under the office for which they are nominated along with brief biographical statements, which must be furnished by the candidates to the Nominating Committee, only if nominations are already closed;
- (g) Term limits for all positions to be filled; and
- (h) The date the notification was distributed to all Parents and means of distribution.

All meeting notices and agendas shall be available in English and translated into languages spoken by parents at the School whenever possible.

**Section 6.3. Campaigning and Addressing the Membership.** If nominations are closed prior to the election meeting, candidates can address the membership through distribution of candidate statements and/or a candidate forum. Statements from candidates may be posted on PA bulletin boards, backpacked to members, be included in school newsletters and/or sent via the School Google Group.

At the election meeting, candidates must be provided with an opportunity to address the general membership prior to voting. If a candidate is not present, another member may read the candidate's statement.

No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises, on the school's website or on the School Google Group by any candidate, supporter, Executive Board member or PA committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year.

**Section 6.4. Contested Elections and Use of Ballots.** When there is more than one candidate for any office, voting must be by ballot pursuant to the following:

- (a) All members of the PA at the time of the election are eligible to vote.
- (b) The principal or her/his designee/the School's Parent Coordinator must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA.
- (c) Written ballot shall be used in all contested elections.
- (d) Names of candidates shall appear on the ballot in alphabetical order by

- surname under the title of the office(s) for which they were nominated. Names of candidates for Co-Officer positions, as identified and permitted in Article IV Section 3 herein, must be listed as a single slate.<sup>2</sup>
- (e) Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school whenever possible.
  - (f) Ballots shall be distributed once voter eligibility has been established.
  - (g) Ballots shall be counted immediately following the election.
  - (h) Ballots must remain in the meeting room, or in the Principal's office with a documented chain of custody) but must be counted following the conclusion of voting in the presence of at least three (3) PA members.
  - (i) Ballots shall be retained on the school premises for one (1) year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

**Section 6.5. Uncontested Elections.** If there is only one candidate for an office, a member must make a motion for a vote and have it seconded by another eligible member. Following such a motion, an oral vote of the membership may be taken for any uncontested office. The result of the motion must be recorded in the minutes.

**Section 6.6. Certification of the Election and Installation of Officers.** The results of the election shall be announced by the Chairperson of the Nominating Committee, or another committee member designed by the Chairperson, at the election meeting. If the elected President(s) choose to appoint a designee to the District Presidents' Council, the appointment must be announced and approved by the general membership at the election meeting and recorded in the minutes. Once approved, the Presidents' Council designee cannot be removed by the President(s) and may only be removed by a vote of the general membership.

Election results, including the Presidents' Council designee, must be recorded in the PA Election Certification Form signed by the Principal or his/her designee, before the election meeting is adjourned. The Principal's designee must be a school employee other than the Parent Coordinator. By signing the Election Certification Form, the Principal or his/her designee certifies that the nomination and election process was conducted in accordance with CR A-660 and these Bylaws.

The PA must retain the signed Election Certification Form, with a copy filed in the Principal's office and with the appropriate superintendent.

The installation of new officers shall be held during the June general membership meeting.

**Section 6.7. Officer Vacancies.** Mandatory officer vacancies occurring **before** the start of the school year that are not the result of resignation shall be filled by an expedited election to be held no later than October 15th. In the case of Non-mandatory officer vacancies occurring **before** the state of the school year, the remaining Executive Board members may select to leave any such position open for the remainder of the school year or call a special election (as in section 4.6.10) to fill the vacancy.

All officer vacancies occurring **after** the start of the school year may be filled by suc-

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<sup>2</sup> Article IV, Section 3 of these Bylaws permit for Co-Presidents, Co-Recording Secretaries and Co-Treasurers only.

cession as follows:

- (a) Vacancies in the Office of President or Co-Presidents. A Vice President, selected by the Executive Board, may assume the duties of the President in case of a vacancy. In the case of Co-Presidents, the remaining officer holder may assume the role solely. If the remaining officer holder chooses to resign, the Executive board shall select one of the Vice Presidents to assume the duties of President.
- (b) Vacancies in the Office of Vice President of Co-Vice Presidents. One of the remaining Vice Presidents shall assume the duties of the Vice President who has left.
- (c) Vacancies in the Office of Recording Secretary or Co-Recording Secretaries. The remaining Executive Board members will assume the role of Recording Secretary until such time a new Recording Secretary or Co-Recording Secretaries shall be elected as provided in these Bylaws.
- (d) Vacancies in the Office of Treasurer or Co-Treasurers. In the case of Co-Treasurers, the remaining office holder may assume the role solely. If the remaining office holder resigns a new Treasurer shall be elected as provided in these Bylaws.

If an office cannot be filled through succession as outlined above, it may be filled by succession of the next highest-ranking officer. The ranking of officers for succession purposes shall be: President or Co-President, Vice President(s), Recording Secretary or Co-Recording Secretary, and Treasurer or Co-Treasurer.

Officers may choose to retain their position and not succeed to a vacant office. In the event that an officer so chooses and an office cannot be filled through succession, an expedited election must be held to fill the vacancy of any mandatory officer positions as described in Article IV, Section 1 herein. In the case of a vacancy in a non-mandatory officer position, the remaining Executive Board members may select to leave any such position open for the remainder of the school year.

**Section 6.8. Officer Resignation and Removal.** Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary or Co-Recording Secretaries and immediately turn over all PA records. In the event of the resignation of the Recording Secretary or Co-Recording Secretaries, he/she must submit their written resignation letter to the President(s) or highest-ranking officer and all association records. If a mandatory office cannot be filled by succession, an expedited election shall be held.

Upon the resignation or removal of a Co-Officer, the remaining Co-Officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

**Section 6.9. Expedited Election Process.** Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession or are otherwise required under CR A-660. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election in accordance with by CR A-660 and Article IV, Sections 6.1-6.5 herein. 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 6.3 of these Bylaws.

**Section 6.10. Special Election Process.** Special elections shall be held to fill any vacancy in the mandatory core officer positions (President, Recording Secretary and

Treasurer) in the event those positions cannot be filled through succession. The Executive Board shall be responsible for announcing the vacancies and distributing written notice of the special election. Notice of any vacancies in mandatory core officer positions must be communicated to the general membership at least forty-eight (48) hours prior to holding the special election. All other officer vacancies can be filled at a special meeting provided notice of vacancies in non-mandatory core officer positions is communicated to the general membership at least five (5) calendar days prior to holding the election. Without limiting the generality of the foregoing, Sections 6.2 through 6.5 shall apply to such elections.

**Section 6.11. Election Grievances.** Individuals who believe an election was conducted improperly may submit an election grievance with to the superintendent's office with supervisory authority over the School, with a copy to CSD3 Family Advocate or Office for Family Engagement and Advocacy ("FACE") sent to [ElectionGrievance@schools.nyc.gov](mailto:ElectionGrievance@schools.nyc.gov), and the Presidents' Council.

An election grievance must be filed within five (5) days after the election meeting or announcement of results, if later. The filing of, decision(s) regarding and appeal(s) of any election grievance(s) is governed by CR A-660.

## **Section 7. Education Council Selectors**

The President, Recording Secretary and Treasurer shall be one of the 'selectors' in the election of parent members to serve on the CEC as outlined in CR A-660. In the case of Co-Presidents, Co-Treasurers and/or Co-Recording Secretaries, the Executive Board will decide which Co-President shall vote as the School PA President, which Co-Treasurer shall vote as the School PA Treasurer and which Co-Recording Secretary shall vote as the School PA Recording Secretary.

## **Section 8. June Transfer of Records**

The outgoing PA Executive Board shall arrange for the orderly transfer of records and information of the PA, which shall include an overview of all PA transactions for the school year and instructions on how to access all electronic drives, documents and records, to the incoming Executive Board. 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.

The outgoing Executive Board shall remain available to the incoming Executive Board to render such assistance as may be reasonably requested in completing the audit of the fiscal year(s) of their service including, without limitation, providing information and documents needed for the year-end close of the financial books and records of the PA, the audit and any related financial affairs. The involvement of the outgoing Executive Board shall be subject to the authority of the incoming Executive Board to fulfill their individual and collective responsibilities.

All PA records must be maintained for six (6) years. PA records older than six (6) years shall be disposed of as part of the June transfer of records.

## **Section 9. Disciplinary Action**

**Section 9.1. Failure to Attend Meetings.** Any officer who fails to attend three (3) consecutive Executive Board or general membership meetings may be removed from office by recommendation of the Executive Board. The officer shall be given the opportunity to submit in writing an explanation showing good cause, which explains his/her

reason for not attending these meetings for the Executive Board's consideration. For purposes of this section, good cause shall be defined as substantial grounds or reasons for an officer's repeated absence from, or late arrival to, meetings including, but not limited to, serious illness, professional conflicts and/or legal commitments. Good cause shall be determined on a case-by-case basis by the Executive Board.

**Section 9.2. Unsatisfactory Performance.** PA officers may be removed for unsatisfactory performance. Unsatisfactory performance may include, but is not limited to, failure to perform his/her duties and responsibilities as outlined in Article IV, Section 5 of these Bylaws, arriving late to and/or leaving prior to the adjournment of Executive Board, general membership and/or special meetings on more than three (3) occasions<sup>3</sup>, not participating in and/or volunteering for school-wide events and/or behaving in a manner that is disruptive or undermining to the mission of the School PA.

**Section 9.3. Disclosure of Confidential Information.** PA officers may be removed from office for disclosing confidential information to PA members or other individuals. Confidential information is any information that is not known to the general membership, including, but not limited to, Parent, Staff or Employee financial information, family relationships, marital status and any other information that should reasonably be recognized as confidential.

**Section 9.4. Process of Removal.** An officer may be removed for any reasons described in Section 9 herein by consensus of the remaining officers on the Executive Board. The Executive Board must have a quorum present and reach a unanimous agreement when deciding to remove an officer. The officer shall be provided written notice of the Executive Board's decision. The letter shall include the reason(s) for the removal and the officer's right to appeal the decision. The letter shall be signed by the President or Co-Presidents and shall be sent via registered return receipt mail to ensure proper notification and receipt.

Any officer that is under review for removal shall have the opportunity to voluntarily resign.

## **Article V - Executive Board**

### **Section 1. Composition**

The Executive Board shall consist of the officers set forth in Article IV herein. Such officers shall be PA members and must be elected by the general membership as provided in these Bylaws. Designated persons as set forth in Article IV; Section 2 of these Bylaws shall be ineligible to serve as an elected officer. Officers shall be expected to attend all Executive Board, general membership and special PA meetings.

### **Section 2. Powers and Duties**

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<sup>3</sup> An officer will be considered late if arriving more than ten (10) minutes after a scheduled and duly noticed Executive Board, general membership or special meeting is called to order without good cause. An officer will be counted as leaving a meeting early if he/she leaves ten (10) or more minutes prior to adjournment of a scheduled and duly noticed Executive Board, general membership or special meetings without good cause. For purposes of this section, good cause shall be defined as substantial grounds or reasons for an officer's repeated absence from, or late arrival to, meetings including, but not limited to, serious illness, professional conflicts and/or legal commitments.

The PA Executive Board is the administrative and governing body of this PA and representatives of the Executive Board should meet with the Principal at least four (4) times a year. The Executive Board directs and supervises the PA's policies, management and proceedings. The Executive Board shall be responsible for the operation and administration of the PA and, with the 501(c)(3) Board of Directors, for the preparation and approval of an annual budget to be submitted to the general membership for ratification. The Executive Board shall consider and vote on PA policy issues and on PA sponsored programs and events.

The Executive Board is responsible for establishing and disbanding ad-hoc committees and should appoint at least one executive board committee member to serve on each established standing committee. In the event of an emergency, the executive committee shall have the power to discuss (via conference call, e-mail or in person) and make interim decisions, subject to later discussion and affirmation at the next regular Executive Board meeting.

### **Section 3. Meetings**

**Section 3.1. Regular Meetings.** Regularly scheduled meetings of the Executive Board shall be held on the first Tuesday of every month, September through June. All formal executive board meetings shall take place at the school. The dates of all Executive Board meetings shall be posted at the school no later than October 1<sup>st</sup>. The Recording Secretary or Co-Recording Secretaries or the President(s) will notify each member of the board at least ten (10) days prior to a meeting of the date and time. All Executive Board meetings shall be chaired by the President or Co-President or, in their absence, by one of the Vice Presidents. All PA members are entitled to attend Executive Board meetings but cannot participate in discussions or speak unless invited to do so by the President(s). Members shall be asked to leave Executive Board meetings if discussions include confidential or private information.

**Section 3.2. Special Meetings.** Special meetings of the Executive Board maybe convened by the President(s) and must be convened by the President(s) upon written request of five (5) board members. Notice to the board members of such meetings shall be provided.

**Section 3.3. Emergency Meetings or Conferences.** In emergency situations, where immediate action of the Executive Board is required, the President(s) may conduct a telephone or email poll of the board members in lieu of a physical meeting. In such instances, the President(s) shall make every reasonable effort to contact every board member. If immediate action is necessary, the action may be taken but is subject to later discussion and affirmation at the next regular Executive Board meeting.

The President(s) must submit to the Recording Secretary or Co-Recording Secretaries a written record of the emergency situation that includes, but is not limited to, a brief description of the situation, when and how all board members were contacted, a summary of any discussions had with board members and the outcome or decision of the conversations. The written record must be kept with other Executive Board meeting minutes.

**Section 3.4. Meetings with Principal.** The Principal must meet with the Executive Board regularly, but at least on a quarterly basis during the academic year. Having the Principal attend all or part of the Executive Board's regular meetings will satisfy this requirement.

**Section 3.5. Reporting on PA Activities.** At each Executive Board meeting, the President(s) should ensure that all PA-related activities conducted since the previous board meeting are summarized and recorded in the minutes. At the first board meeting of the school year, any activities conducted during the summer should also be summarized.

#### **Section 4. Voting**

Unless otherwise required by law or elsewhere explicitly in these Bylaws, the vote of a majority of the Executive Board members present and voting at the time of the vote, provided quorum is present, shall be the act of the Executive Board. Each member of the Executive Board shall be entitled to one vote. In the case of Co-Officers, each Co-Officer shall be entitled to one vote.

#### **Section 5. Quorum**

Four (4) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

#### **Section 6. School Facilities and Resources**

**Section 6.1. Use of School Building Outside School Hours.** Pursuant to CR A-660, the PA is entitled to the exclusive and free use of school buildings, including school safety or security coverage, for up to one hundred and ten (110) hours per year outside of school hours. The Executive Board is responsible for requesting and obtaining the necessary permits. The hours may be used twelve (12) months a year. Unused hours may be rolled over month to month but expire at the end of each school year.

**Section 6.2. Use of School Building During School Hours.** Pursuant to CR A-660, if it wishes to use the school building during school hours, the PA must obtain the permission of the Principal.

**Section 6.3. Resources.** Pursuant to CR A-660, the Executive Board shall be provided with:

- (a) A locked location for the storage of PA records;
- (b) Use of a computer with internet access;
- (c) Assistance in printing notices, agendas, minutes and election materials required under CR A-660;
- (d) Reasonable access to duplicating services; and
- (e) The ability to receive postal mail at the school including a secure location for storing mail.

### **Article VI – General Membership Meetings**

#### **Section 1. General Membership Meetings**

**Section 1.1. Monthly Meetings.** The general membership meetings of the PA shall be held on the second Tuesday of each month from September through June. The dates of all general membership meetings shall be posted at the school no later than October 1<sup>st</sup>. General membership meetings may be rescheduled in the case of other school events and/or school closures. Notice of each membership meeting shall be distributed by multiple means (e.g. backpack, email, etc.) and in such manner to best

ensure that all parents are notified. Notice must be sent at least ten (10) calendar days prior to the scheduled meeting. The Principal must receive notice of the meetings as outlined in CR A-660.

**Section 1.2. Location of Meetings.** Executive Board and general membership meetings must be held at Manhattan School for Children. Under no circumstances are PA meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

Committee meetings may be held at locations convenient to the members, but must not be held in private homes.

**Section 1.3. Provisions Applying to All Meetings.** General membership meetings shall be chaired by the President or Co-President or, in their absence, by one of the Vice Presidents. The Principal and Parent Coordinator are not permitted to chair any PA meetings.

**Section 1.4. Participation.** All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these Bylaws.

**Section 1.5. Recording Meetings.** The use of photographic and/or recording equipment shall not be permitted during any PA meetings unless specifically approved by the Executive Board prior to the meeting.

## **Section 2. Order of Business – General and Executive Board Meetings**

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

- (1) Call to Order;
- (2) Reading and Approval of Minutes;
- (3) President's or Co-President's Report;
- (4) Treasurer's or Co-Treasurer's Report;
- (5) Principal's Report;
- (6) School Leadership Team Report;
- (7) Presidents' Council Report;
- (8) Committee Reports;
- (9) Old Business;
- (10) New Business; and
- (11) Adjournment.

## **Section 3. Quorum – General Meetings**

A quorum of the PA of the School shall be required in order to conduct official association business. A quorum for a general membership meeting must consist of representation by at least eight (8) PA members, including a minimum of two (2) Executive Board members and six (6) Parent members. For purposes of calculating a Quorum for a General Membership Meeting, only the President(s), Vice-President(s), Treasurer(s) and Secretary(s) shall count as Executive Board Members.

## **Section 4. Minutes**

Minutes of the previous general meeting shall be available in written form for review and approval at

every general membership meeting. The minutes of any PA meeting must be made available upon request to any member. A member may review PA meeting minutes either in the School Parent Coordinator's office in the presence of a current PA officer or by scheduling a meeting with the Recording Secretary or Co-Recording Secretaries. Members may take notes but cannot make copies of the minutes.

## **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(s) may call a special membership meeting with a minimum of forty-eight (48) hours written notice to members stating precisely what the topic of the meeting will be.

Upon receipt of a written request from five (5) members, the President(s) may call a special membership meeting within five (5) working days of the request and with forty-eight (48) hours written notice to members.

## **Section 6. Parliamentary Authority**

Meeting rules of order should be adopted for use as a guide and included in these Bylaws. All procedural questions not covered by these Bylaws shall be governed by *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations. In the event of any inconsistency between these Bylaws and any applicable law, policy or DOE regulation, such law, policy or DOE regulation shall govern.

# **Article VII - Committees**

## **Section 1. Standing Committees**

The Executive Board will appoint standing committee chairpersons with the approval of the Executive Board. All standing committee chairs are expected to report on their activities to the Executive Board and general membership either in-person or in writing on a regular basis.

**Section 1.1. Creation and Composition.** The Executive Board may choose to create a standing committee by proposing an amendment to these bylaws, pending approval of the general membership.

## **Section 2. Ad Hoc Committees**

**Section 2.1. Creation and Composition.** Ad-hoc committees shall be established by Executive Board approval. The composition and structure of ad-hoc committees may vary each year. The Executive Board shall appoint ad-hoc committee chairpersons. All ad-hoc committee chairs are expected to report on their activities to the Executive Board either in-person or in writing on a regular basis.

**Section 2.2. Classroom Parent Committee.** Class representatives are responsible for various functions as requested by the PA Executive Board. The responsibilities may include, but are not limited to, compiling and distributing a class phone list, sending out a regular newsletter to all Parents regarding upcoming events and class needs,

coordinating items needed for class projects and school events and attending regular class representative meetings.

**Section 2.3. Green/Wellness & Gardening Committee.** Members of the Green/Wellness & Gardening committee are responsible for promoting wellness and green initiatives at the School and coordinating planting, harvesting and clean up of the Green House and Kindergarten play yard.

**Section 2.4. Other Ad-Hoc Committees.** The ad-hoc committees of the PA may include, but are not limited to, the following: Annual Appeal, Celebrate MSC, Bake Sale Committee, Book Room Committee, Box Tops, Class Photos, Inclusiveness and Diversity Committee, Movie Night Committee, Relatives and Special Friends Day Committee, Technology Committee, Recess/Lunch Committee, Staff Appreciation Day Committee, School Tours Committee, Science Fair Committee, Volunteer Coordination Committee, Broadway Loves MSC. Committees shall avoid scheduling Committee Meetings at the same time as General Membership Meetings and shall report their meeting times to the school office for inclusion on [PS333.org](http://PS333.org) calendar.

### **Section 3. Parent Representatives on School Leadership Team.**

The parent representatives on the School Leadership Team are responsible for working with other team members to develop the annual Comprehensive Education Plan that is aligned with the school based budget. The school-based budget provides the fiscal parameters within which the School Leadership Team will develop the goals and objectives to meet the needs of students and the school's educational program.

## **Article VIII - Financial Affairs**

### **Section 1. Fiscal Year**

The fiscal year of the PA shall run from July 1st through June 30th.

### **Section 2. Signatories**

The President or Co-Presidents, the Treasurer or Co-Treasurers of the PA shall be authorized to sign checks. All checks require at least two (2) signatures. The two 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 PA check. A PA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### **Section 3. Budget**

**Section 3.1. 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, shall 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 must be presented to and approved by the general membership no later than the June meeting;
- (b) The incoming Executive Board should review the proposed budget in

- September for presentation and discussion during the September meeting;
- (c) The counting and handling of any cash, checks, or money orders received by the PA, must be completed by at least two (2) PA Executive Board members. These members/directors cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PA's financial records must display the total amount of funds and the signatures of the members/directors who participated in counting the funds;
  - (d) Every effort must be made to insure that all funds are deposited in the bank account by authorized Executive Board members within one (1) business day of receipt, whenever possible. In no event should it take longer than three (3) business days to deposit such funds. Funds not deposited immediately shall be kept in a secure and locked location in the school and must obtain written acknowledgement from the Principal that the funds are in the school. PA funds must be taken to the bank for deposit by at least two (2) authorized members; and
  - (e) Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, PA minutes related to the financial transactions, etc.). Under no circumstances may PA funds be stored in any member's residence or place of work or any place other than at the school.

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

**Section 3.3. Non-Budgeted Expenditures.** All expenditures over one thousand dollars (\$1,000) not included in the budget at the time of its adoption must be approved by a vote of the Executive Board and then a resolution of the general membership. The Executive Board is authorized to make Emergency Expenditures not to exceed one thousand (\$1,000) with a two-thirds (2/3) approval of the Executive Board. Such Emergency Expenditures shall be reported to the General Membership at the next General Membership Meeting, in writing, by the Treasurer or co-treasurer. A majority of the General Membership must reflect the vote taken by the PA that retroactively approved the Emergency Expenditures.

**Section 3.4 Fundraising Activities.** In order for the PA to conduct fundraising activity during school hours and/or on school property, it shall obtain the Principal's written consent. PA members must obtain written approval from the principal before collecting fundraiser proceeds from students. All persons who collect monies during fundraising activities shall be PA members and shall report to the Treasurer or co-Treasurer as well as to any Chairperson(s) of the Committee doing the fundraising.

**Section 3.5 Use of PA Funds.** The PA shall allocated funds raised for a particular purpose solely to that particular purpose; should any funds allocated to a particular purpose go unspent, the future use of those funds must be approved by the General Membership by a majority of those present at a General Membership Meeting. The PA shall not use any PA funds for contributions to candidates for CEC, CCSE, CCHS or CCELL membership or to political parties, political groups or sectarian groups or to hire Staff to performAdministrative tasks or manage programs for the PA. The PA may not

directly hire or donate funds to the school to hire Core Instructional Teacher to work during school hours but the PA may donate funds for the school to hire supplemental staff to work during school hours. The PA may donate funds for the School to hire supplemental staff to work during school hours and/or after-school and/or weekends, but only after obtaining the written approval of the Principal. After the PA has obtained the permission from the Principal and the Executive Board has approved a donation of PA funds to hire supplemental staff, the PA must submit a check endorsed to the school to the appropriate Senior Grants Officer (SGO) at the CFN 112-113 Network and the funds shall be available to the School's Budget after the SGO approves the hiring of the Supplemental Staff. The PA shall not directly hire School Staff. The PA shall obtain a building permit from the Principal for after-school and/or weekend use of the School.

**Section 3.6 New York State Tax Exempt Number.** The PA shall obtain and use its own New York State Tax Exempt Number and may NOT use any New York City Department of Education Tax Exempt Number.

**Section 3.7 Audits and the Audit Committee.** It is recommended that an internal audit be conducted once every year, preferably before submitting the PA or Presidents' Council Annual Financial Report. However, failure to conduct an internal audit is not a reason to delay the filing of the Annual Financial Report. An internal audit should also be conducted whenever there is a change in the person holding the office of treasurer. The audit committee's findings must be reported to the membership at the next general membership meeting and recorded in the meeting minutes. PA audit committees must provide a copy of their findings to the principal, while Presidents' Council audit committees must provide their findings to the superintendent.

**PA and Presidents' Councils with more than \$50,000 in Net Annual Income** – It is recommended that PA and Presidents' Councils with more than \$50,000 in net annual income hire a CPA or a person with professional expertise in accounting, business, or a related field to conduct their internal audit. The individual selected should be knowledgeable of the laws, policies, rules and regulations applicable to PA and Presidents' Councils. This individual must not be a member of the PA or Presidents' Council, a relative of any PA or Presidents' Council member, or have any direct or indirect interest in the funds.

## **Section 4. Financial Accounting**

**Section 4.1.** The Treasurer(s) shall prepare for the Principal the Interim Financial Report by January 31st and the Annual Financial Report by the June general membership 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.

**Section 4.2.** The Treasurer(s) shall be responsible for all funds of the PA 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 authorization from the Principal before collecting fundraising proceeds from students. All records of the PA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises. Records must be kept for six (6) years.

**Section 4.3.** PA financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. PA officers must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two (2) general members not affiliated with the request. To protect the confidentiality of donors, financial records shall be redacted to conceal individual member's names before review. All members present must sign a review sheet identifying the reviewed documents. Upon request, the PA officers must make every effort to provide members with copies of the documents reviewed.

## **Article IX – Amendments and Regular Review of Bylaws**

These Bylaws may be amended at any regular meeting of the PA by a two-thirds vote of the members present, provided any amendment(s) has/have 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 are effective immediately unless otherwise specified.

A thorough review of these Bylaws shall be conducted every three (3) years and/or whenever CR A-660 is revised. All provisions of these Bylaws must conform to CR A-660 and DOE guidelines. After any such review, these Bylaws must be re-adopted by a vote of the general membership, regardless of whether any revisions and/or amendments have been made.

Any PA 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 by the membership. The most recent amendment was approved, in accordance with the provisions of this Article IX, at the membership meeting held on April 17, 2018.

Filed with the Principal on \_\_\_\_\_  
(Month/Day/Year)