

ELECTED PA OFFICES

Taken from Friends of MSC by-laws

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 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.