

**Amended Bylaws** - Approved by PTA Executive Board on March 13, 2008  
Distribution to PTA: 3/20/08 PTA Meeting - Vote to Amend Bylaws: April 17, 2008 PTA Meeting  
Approved By BHSEC PTA General Membership via Unanimous Vote April 17, 2008

**SUMMARY OF PROPOSED AMENDMENTS TO BYLAWS OF  
BARD HIGH SCHOOL PARENT TEACHER ASSOCIATION INC.**

In compliance with the revised Chancellor's Regulations A-660, proposed amendments to the PTA's bylaws include, but are not limited to::

- PTA Responsibilities section has been added
- Definitions of "parent" expanded to include foster parent
- Definition of a "person in parental relation" has been clarified
- Role of the Parent Coordinator in connection with PTA explained
- Ranking of PA officers for the purpose of filling vacancies by succession (Art. V, Section 7.2)
- Election
  - timetable
  - election process
  - certification
  - expedited election
- Names and Contact Info. Of PTA Officers (Home addresses for PA and Parent-Teacher Association (PTA) Executive Board members will be provided to the school superintendent) (Art. V, Section 9)
- All references to Community Education Councils (CECs) have been changed to refer to Community District Education Councils (CDECs);
- Definition of and Maintenance of Financial Records, roles of Budget Officer and Treasurer clarified
- Budget
  - Process and Timeline for adopting budget
  - Limiting Expenditure prior to first membership meeting
  - Process for emergency expenditures
- Audit process clarified
- Quorum changed to twenty members (from twenty-five).

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**BYLAWS FOR THE  
PARENT TEACHER ASSOCIATION of  
BARD HIGH SCHOOL EARLY COLLEGE**

Bard High School Early College (BHSEC) was created in 2001 as a collaboration between the New York City Department of Education and Bard College. Designed to offer motivated New York City public school students rigorous intellectual challenge, BHSEC admits ninth graders and prepares them to enter the early college program at the end of tenth grade. Students entering in ninth grade complete the required New York State regents Exams in the first two years at BHSEC. At the end of four years, they receive the Associate in Arts degree (A.A.) in the liberal arts and sciences from Bard College as well as a New York State Regents diploma.

**ARTICLE I. Name**

The name of the association shall be: The Parent Teacher Association of Bard High School Early College, Inc., located at 525 East Houston Street, New York, NY 10002, and shall hereinafter be referred to as the “PTA” or “Association”.

**ARTICLE II. Objectives**

The Association shall encourage and promote parent and teacher involvement in school activities, communicate to parents, guardians and staff information relevant to the education and well-being of their children, to seek to improve pupil performance, and to take an active role in decisions concerning the education of the students of BHSEC. The Association will serve in accordance with and be guided by the rules, rights, obligations, and responsibilities as stated in the Chancellor's regulation A-660, and the New York State Not-for Profit Corporation Law.

The objectives of the Association shall be to:

- Support the concept of a rigorous and intellectually challenging education.
- Establish a liaison between parents, school principal and teachers.
- Promote good home, school, and community relations.
- Provide curriculum support for the school as deemed necessary.
- Conduct fund-raising activities to support the above stated objectives.
- Develop parent leadership and
- Encourage members to fully participate and vote in PTA elections and to run for PTA office.

### **ARTICLE III. Responsibilities**

It is the responsibility of the PTA to

- actively involve all parents with the school and encourage parent attendance at PTA meetings and other PTA activities on an ongoing basis, and to consider the particular needs of parents who are disabled and non-English proficient.
- conduct a survey of all parents at least once every two years to elicit their preferences for the time of meetings. Survey results shall be reviewed and presented to the full membership for possible modification of the bylaws.
- make themselves aware of the business of the school and of the PTA by regularly attending meetings, and referring to announcements and bulletin boards.
- solicit the views of members, and respond to questions raised by Association members.

It is the responsibility of the PTA officers, School Leadership Team, and all committees to be diligent in sharing relevant information in a timely manner, with the membership and one another, and to establish systematic procedures that will enable all PTA members to have easy access to, and maintain contact with, the officers and committees.

### **ARTICLE IV. Membership**

#### **Section 1. Membership**

1.1. Membership in the Association shall be limited to all teachers employed at and parents, including parents by birth or adoption, step-parents, and foster parents, guardians or persons in parental relation<sup>1</sup> to students currently attending Bard High School Early College (referred to hereinafter as BHSEC or “the school”).

1.2. No dues or payments are required for membership.

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<sup>1</sup> A person in parental relation refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, abandonment of a child, or living outside of the state. A person may only qualify as a person in parental relation if no other eligible person applies as parent or guardian. Any determinations about who constitutes a person in “parental relation” must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. This shall include consultation between the PA/PTA Executive Board and the principal. A person who may provide temporary care (i.e., babysitting) for a child or children does not qualify as a person in parental relation under this regulation. In addition, eligibility for PA/PTA membership under this category is not established by designation of an individual (notarized letter) by the child’s parent or guardian. The denial of membership may be the subject of a grievance under Section IV.B. of the Regulation of the Chancellor, No. A-660.

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1.3. Throughout this document, the words “parent members” shall be construed to encompass parents, guardians and persons in parental relation to BHSEC students, as stated above.

1.4. Only parent members of the Association may vote to offer or withdraw membership to staff.

1.5. Members employed in the school, or serving on the Citywide Council on High Schools or a Community District Education Council, may not serve on the Nominating Committee or run for elected office. All PTA 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, Citywide Council on Special Education, Citywide Council on High schools or the Department of Education. Such relationships or interests must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made.

1.6. Members employed in the school, or serving on the Citywide Council on High Schools or a Community District Education Council, may not vote on, or participate in, personnel matters, including tenure recommendations and screening committees for the selection of supervisors or administrators, nor may they vote on, participate in the selection of, or serve as, parent representatives to committees or the school leadership team.

## **Section 2. Enrollment**

2.1. Any person who is eligible for membership under Section 1 of this Article is automatically a member of the Association.

## **Section 3. Voting Privileges**

3.1. Each parent member of a child or children currently attending the school shall be entitled to one vote.

3.2. Members deemed to have a conflict of interest as defined in the Chancellor’s Policy and Regulation A-660 (section I.C.5) shall not be permitted to vote on restricted issues.

3.3 Proxy voting or absentee balloting is prohibited.

3.4 Each teacher currently employed at BHSEC shall be entitled to one vote.

## **Section 4. Notice to Parents Members**

4.1. At the beginning of each school year, the Association shall advise all parent members that they are automatically members of the Association and actively encourage them to participate.

## **ARTICLE V. Officers**

### **Section 1. Titles**

The officers of the Association shall be:

- President or Co-Presidents
- First Vice President
- Early College Vice-President
- High School Vice-President
- Treasurer
- Budget Officer
- Recording Secretary
- Corresponding Secretary

The President, Recording Secretary, and Treasurer shall select the parent members of the Community District Education Councils (CDECs) as outlined in applicable Chancellor's Regulations.

### **Section 2. Term of Office**

2.1. The term of office shall be from July 1st through June 30<sup>th</sup>. Officers shall be elected in at an official meeting of the Association held between the fourth Friday in May and the second Friday in June for a one-year term beginning July 1st, and shall continue to serve through June 30th, as long as they have a child enrolled in the school.

2.2. There shall be no limit to the number of terms by which a member may succeed her/himself in the same office.

### **Section 3. Qualifications**

3.1. Eligibility for office is limited to parent members who are not employed in the school and do not serve on the Citywide Council on High Schools or a Community District Education Council.

3.2. Members of the same family are not prohibited from serving concurrently as officers, but may not be cosignatories on PTA checks.

### **Section 4. Duties of Officers**

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4.1. It shall be the responsibility of all officers of the Association to manage the Association, to attend all meetings of the Executive Board and general and special meetings of the Association. All officers shall assist with the June transfer of PTA records to the incoming Executive Board. In addition, the responsibilities of each officer of the Association shall be those set forth hereinafter.

4.2. President or Co-Presidents. Shall be the Chief Executive Officer(s) of the Association. If there are Co-Presidents, they shall determine which of them shall perform the tasks described in these bylaws and, if they cannot agree, the Executive Board shall decide. The President or Co-Presidents shall preside at all PTA and Executive Board meetings; shall be ex-officio members of all committees except the Elections Committee; and shall be authorized to co-sign checks. They shall provide leadership for the members; shall meet regularly with the Executive Board in accordance with these bylaws to plan the agendas for the general membership meetings; shall appoint interim chairpersons of PTA committees with the approval of the Executive Board; shall delegate responsibilities to other PTA members; and shall encourage meaningful participation in all parent activities. The President or one of the Co-Presidents shall serve as the core member of the School Leadership Team and the other shall serve on the Presidents' High School Council. If unable to attend a meeting of the School Leadership Team, President's Council, Regional or District Committees, The President or the appropriate Co-President may, with the approval of the Executive Board, appoint a designee to act as her/his representative. Said representative(s) must exercise extreme diligence in representing the views of the PTA leadership and in the conveyance of information to the Executive Board and general membership.

4.3. First Vice-President. Shall chair meetings in the absence of the President or both Co-Presidents; assist the President or Co-Presidents; perform the duties of the President or Co-Presidents if both are absent; perform all duties assigned by the President or Co-Presidents; shall be authorized to co-sign checks, and shall coordinate and oversee all activities and responsibilities associated with the school's fund-raising and grant writing activities.

4.4. High School Vice-President. Shall assist the President or the Co-Presidents; and be responsible for completion and distribution of class contact lists.

4.5. Early College Vice-President. Shall assist the President or the Co-Presidents; and be responsible for completion and distribution of class contact lists.

4.6. Treasurer. Shall be responsible for all financial affairs and funds of the Association; shall be responsible for the transfer of Association monies to the bank accounts of the Association; shall maintain all deposit slips with appropriate identification of funds; shall maintain an updated record of income and expenditures; and shall be one of the authorized signatories on checks. The Treasurer shall make financial reports available at all Association meetings and prepare and provide an interim Financial Report by January 31st and an Annual Accounting Report by June 30th of the school year; shall make available all books and financial records for viewing by

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members upon request and for audit; shall make such books and records available to the Budget Officer to enable the Budget Officer to perform his/her responsibilities in a timely manner; and shall assist the Secretary with the transfer of the Association's records to the incoming Executive Board. Prior to the conclusion of his/her term, the outgoing Treasurer shall make necessary arrangements to provide all records regarding PTA income and expenditures to the newly elected Treasurer and the method of record keeping used by the PTA. The Treasurer shall be authorized to co-sign checks, unless related by blood, marriage or domestic partnership to the President or one of the Co-Presidents.

4.7. Budget Officer. Shall chair the Budget Committee and oversee the Association's financial transactions, and shall be one of the authorized signatories on checks. The Budget Officer shall provide regular detailed financial statements of income, profit and expenditures, and any unpaid/outstanding obligations of the Association including all those related to all fund-raising activities conducted by the Association. broken down by categories to the Executive Board at or before each regular meeting of the Executive Board. The Budget Officer will assist the President or Co-President(s) with written summaries of the year's budget for discussion at the January and June membership meetings. The interim report and annual accounting or a summary thereof, must be filed in the principal's office and distributed to all parents in the school through the association bulletin newsletter, special notice, or at a special meeting. The Budget Officer shall work with the Budget Committee to prepare a proposed budget for review by the membership in April or May and adoption by the membership at the May or June membership meeting

4.8. Recording Secretary. Shall maintain the official record of the proceedings and actions of all Association meetings. This shall include notices, agendas, sign-in sheets and materials distributed. The Recording Secretary shall prepare minutes of each Association and Executive Board meeting in time for review and adoption at the next appropriate meeting and shall make minutes available upon request.

4.9 Corresponding Secretary. Shall be responsible for preparing, distributing and posting notices of all meetings and school activities, and shall oversee the Newsletter Committee. The Corresponding Secretary shall maintain the books and reports pertaining to the Association, except those of the Treasurer. She/he shall maintain a log of all amendments to the bylaws and shall ensure that a copy of each is on file in the Principal's office. All PTA records must be maintained on file in the school.

4.10 School Leadership Team (SLT) Representatives. The president or one co-president of the PA/PTA shall automatically serve as a core member of the School Leadership Team. All other parent member representatives shall be elected by the parent membership. No person employed at BHSEC shall be eligible to serve as a parent member representative on the School Leadership Team. No person who sits on the Community District Education Council can serve as parent member on the SLT.

With the exception of the 9<sup>th</sup> grade representative, for which the election will be held in the fall, they are elected in the same manner and at the same meeting as PTA Officers. All PTA SLT members shall exercise extreme diligence in representing the views of the parents and in the conveyance of information to the Executive Board and general membership.

## **Section 5. Election of Officers**

### **5.1. Nominating Committee**

5.1.1. The Nominating Committee shall consist of at least five (5) Association members selected by the membership at the February meeting. No person employed in the school or who serves on the Citywide Council on High Schools or a Community District Education Council, shall be eligible to serve on the Committee. The Committee shall choose one of its members to serve as chairperson.

5.1.1.(a). If a nominating committee is not/cannot be formed by the end of February, the executive board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by 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 the bylaws. They may also seek assistance in conducting nominations and the election from the appropriate region/district presidents' council and/or the principal or his/her designee and/or the district or regional superintendent or his/her designee.

5.1.1.(b). If at least two members of the association who are not running for office are not/cannot be identified to conduct the nominations and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the appropriate region/district presidents' council and/or the district or regional superintendent or his/her representative by no later than the second Friday in June.

5.1.2. The Nominating Committee shall canvass the membership in writing, and at the April membership meeting, for nominations of eligible candidates for all Association officer and School Leadership Team positions. In performing this function, the Committee shall exercise diligence to recruit and present a list of candidates that is representative of the diverse population of the school, but may not exclude from the list of candidates any member of the Association who desires to run for office who is eligible for office.

5.1.3. Members of the Nominating Committee shall not be eligible to run for office. If there is no nominee for one or more positions, a member of the Committee who is otherwise eligible may be considered if she/he immediately resigns from the Committee in writing.

5.1.4. The Nominating Committee shall present a list of eligible candidates to members at the April membership meeting.

5.1.5. At the April membership meeting, the Nominating Committee shall request additional nominations from the floor. Nominations shall then be officially closed and may not be reopened.

5.1.6. The principal must be notified in writing of the date and time of the election by May 1st.

5.1.7. Candidates must appear independently and not as a part of a team or slate on the ballot and on all applicable notices.

5.1.8. Written notice and agenda for the general membership meeting during which the spring election shall take place (between the fourth Friday in May and the second Friday in June), including the names of all nominated candidates must be distributed not less than ten days prior to the meeting date. The candidates shall be listed in alphabetical order under the office for which they were nominated. The time the election will take place during that meeting shall appear in the meeting notice.

5.1.9. School Leadership Team nominations for parent members shall follow all of the above procedures, unless otherwise specified by the School Leadership Team bylaws.

5.1.10. The Nominating Committee may seek assistance in conducting an election from the appropriate president's council or the regional parent office or the community or regional superintendent or his/her representative. The school's parent coordinator may be asked to assist with parent outreach. Requests can be made by officers after consultation with the executive board officers or the nominating committee

**5.2. Voting Requirements** Each parent member present at the election is entitled to one vote for each office. Each teacher currently employed at BHSEC and present at the election shall be entitled to one vote. Voting by proxy or absentee ballot is prohibited.

### **5.3. Election and Use of Ballots**

5.3.1. The Nominating Committee shall be responsible for conducting the elections.

5.3.2. Voting shall be by secret ballot; however, if there is only one candidate for each office, vote shall be taken by show of hands and that shall be recorded in the minutes. The candidate with the most votes for each office shall be declared the winner. In the event of nominees for co-officers, the two (2) nominees with the most votes shall be declared the winners.

5.3.3. If more than one person has been nominated for any office, ballots prepared by the Nominating Committee shall be used.

5.3.4. Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated. Ballots must indicate if the candidates are running for office/president or co-officer/co-president and co-officers/presidents must be listed together and must be voted as a team

5.3.5. Ballots shall be printed with instruction in English and other languages, as appropriate.

5.3.6. Ballots shall be counted immediately and in the presence of the members and observers, if any.

5.3.7. Ballots shall be retained on school premises for six months by the chairperson of the Nominating Committee. If she/he will no longer be an eligible member after June 30th, the ballots shall be turned over to the incoming Recording Secretary to carry out this obligation..

5.3.8. School Leadership Team elections for parent members shall follow all of the above procedures and take place at the same meeting as the Association officers' elections. The vote for parent School Leadership Team members shall take place immediately following the vote for PTA Officers, with the exception that the ninth grade parent SLT representative shall be elected in the fall.

5.3.9. Candidates may not be nominated for more than one office.

#### **5.4. Certification of Election**

5.4.1 When the final tally of votes is complete or when a vote is cast by a show of hands in an uncontested election, the chairperson of the Nominating Committee shall announce the results of the election to the membership and state that those results are official.

5.4.2. The principal or his/her designee shall be responsible for certifying the election. Certification of the election requires that the principal or his/her designee verify that the nominations and election process was conducted in accordance with this regulation and the association's bylaws. The certification form shall be completed and signed by the principal or designee and forwarded to the Regional Office of Parent Support within ten calendar days of the completion of the election. The Parent Coordinator cannot be the principal's designee.

#### **5.5. Expedited Elections**

5.5.1. If the PTA ceases to function for failure to conduct a valid election or for failure to fill vacancies in the positions of President, Recording Secretary and Treasurer in accordance with

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the terms of the PTA's bylaws by June 30<sup>th</sup>, the principal shall be responsible for convening parents for the purpose of activating the PTA by October 15<sup>th</sup> of the following school year in accordance with Chancellor's Regulations A-660.

5.5.2. Where questions arise concerning the validity of an election under bylaws or other legal requirements, an expedited grievance may be filed through the procedure set forth in Section IV.B.7 of Chancellor's Regulations A-660.

## **Section 6. Installation of Officers**

Installation shall take place at the May membership meeting, and a meeting between outgoing and incoming officers shall be arranged by June 30<sup>th</sup> for the transfer of records.

## **Section 7. Vacancies**

7.1. Officers who wish to resign their positions once an election has been certified must do so in writing to the Recording Secretary, and at that time shall turn over all records to the Recording Secretary. In the event of the resignation of the Recording Secretary, she/he must transfer records to the President or, if applicable, one of the Co-Presidents.

7.2 If subsequent to the annual election, a vacancy arises in one or more of the positions of President, Recording Secretary and/or Treasurer, the PTA shall fill the vacancy within ten (10) calendar days. This shall be done by succession or an expedited election process, which will have one meeting where nominations are taken from the floor and voting is held once nominations are completed. For purposes of filling vacancies by succession, the ranking of officers shall be in the following order: President; First Vice President, Recording Secretary or Treasurer; Budget Officer, and Corresponding Secretary Where an office is jointly held, if one co-officer resigns or leaves for any reason, the remaining co-officer shall assume full responsibilities and duties of the office.

## **Section 8. Disciplinary Action**

8.1. Any officer who fails to attend two consecutive Executive Board meetings without good cause shall be removed from office by recommendation of the Executive Board and vote of the membership.

8.2. Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after a membership vote to (a) appoint an investigating committee; (b) refer charges; and (c) conduct a hearing.

8.2.1. The investigating committee shall report its findings to the membership.

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8.2.2. The membership shall decide by a two-thirds vote of the members present as to what action to take, including removal from office.

## **Section 9. Names and Contact Information of PTA Officers**

9.1. The PTA shall maintain in its file a list of officers' names with home addresses and telephone numbers. A copy of this list must be on file with the principal; who, in turn, will send the list to the appropriate Superintendent.

9.2. A copy of the list referred to in Section 9.1 above without personal contact information will be made available to all PTA members upon request, and shall also be made generally available to the general parent population through publication and postings.

## **ARTICLE VI Meetings**

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

1.1. To the extent possible, there shall be monthly general meetings scheduled each school year, the day and time based on parental survey, to be held at the school unless extenuating circumstances prevent this. All meetings are open to the full membership of the PTA. Parent members shall be sent written notice of meetings, including the agenda, at least ten days in advance. An annual schedule of meetings and events shall be distributed and posted. The first PTA general meeting must be held within the first sixty days of the fall school term. The first meeting of the school year shall be deemed to be the Annual Meeting of the Association. Copies of the PTA bylaws and any other documents that can assist families in their involvement in the school community should be made available at the first meeting or upon request of a member. Observers may attend the general membership meetings by invitation of the Executive Board only. Observers shall not address the meeting unless recognized by the Chair. Observers shall have no voting rights.

1.2 The Association must give the principal a copy of its bylaws and amendments and these shall be available in the principal's office. The Association must make a copy of its bylaws and amendments available at every PTA meeting and to members upon reasonable request. Wherever possible, bylaws should be made available in the languages spoken.

### **Section 2. Special Membership Meetings**

2.1. Special membership meetings may be called by a majority of the Executive Board, by the

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President or either Co-President, or upon written request to the President or one of the Co-Presidents by at least twenty members of the Association, with a minimum of ten (10) days' written and posted notice. No other business but that specified in the notice of the meeting may be conducted at such special meeting.

### **Section 3.**

Twenty members, five of whom shall be elected members of the Executive Board, shall constitute a quorum at all meetings of the general membership. In the absence of a quorum the members present may adjourn the meeting to the next scheduled meeting and the Executive Board shall schedule a meeting of the Executive Board to proceed simultaneously with the adjourned meeting. In the absence of a quorum at the next scheduled meeting official business may be conducted, provided there are five elected members of the Executive Board present. Such a meeting shall be deemed a meeting of the Executive Board and the vote of the members present shall be an advisory vote which the Executive Board shall follow.

### **Section 4. Order of Business**

The following items of business shall be presented at all regular general membership meetings of the Association:

- Distribution and Approval of Minutes
- President or Co-Presidents' Report
- Principal's Report
- Treasurers' Report
- Committee Reports
- Old Business
- New Business
- Adjournment

### **Section 5. Minutes**

Minutes of general or special membership meetings must be available in written form and approved at the next general meeting, and made available upon request to members in the PTA office. Approved minutes shall be posted on the school bulletin board and Internet site.

## **ARTICLE VII**

### **Executive Board (Directors)**

#### **Section 1. Composition**

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The Executive Board shall be composed of the elected officers of the Association. Term of office is July 1 to June 30th. No person employed by the school or Department of Education, or serving on a community school board shall be eligible to serve on the Executive Board. Committee Chairs and parent members of the School Leadership Team are encouraged to attend, participate and contribute their information to Executive Board meetings

School employees may serve as a liaison to the Association's Executive Board, but may not infringe on the structure or function of the Association. Parent Coordinators may be asked by the principal to serve as a liaison with the Association to increase parent involvement in Association Activities.

## **Section 2. Responsibilities**

The Executive Board shall plan and execute the tasks necessary to implement the programs and policies adopted by the general membership and recommend to the membership eligible members to fill vacant positions. In addition, each member of the Executive Board shall oversee an Association activity.

## **Section 3. Meetings**

3.1. The Executive Board shall meet monthly to the extent possible, and all Board members must attend. The times and locations of said meetings shall be announced and posted ten days in advance. Meetings shall be open to the general membership. Such observers and others who are invited by the Board may speak and otherwise participate only if acknowledged by the chair, and shall not be eligible to vote.

3.2. The President or a Co-President may call a special meeting of the Executive Board with a minimum of twenty-four hours notice to all Executive Board members. Written notice also shall be posted in a conspicuous location in the school at least twenty-four hours before the meeting. The only item on the agenda at such a meeting shall be the special purpose for which the meeting was called.

3.3. Twenty-five percent of the Executive Board may call an Executive Board meeting upon verbal request to the President or one of the Co-Presidents.

## **Section 4. Voting**

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

## **Section 5. Quorum**

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Five (5) members of the Executive Board shall constitute a quorum.

### **Section 6. Remuneration.**

No member of the PTA may be paid for carrying out her/his duties.

### **Section 7. Expenses**

Upon submission of appropriate receipts, and approval of the Executive Board, officers may be reimbursed up to \$25 per month for personal expenses incurred in the execution of their duties. Such expenses shall be provided for in the annual budget.

## **ARTICLE VIII**

### **Committees**

#### **Section 1. Standing and Ad Hoc Committees**

1.1. When an issue or situation arises that necessitates the establishment of a committee, a standing or ad hoc committee may be formed by the Executive Board to meet that need, and dissolved when the need no longer exists, by majority vote of the Executive Board. Standing Committees may include but are not limited to: Budget, Fund Raising, Health & Security, Sports, Communication (Newsletter), Library, Hospitality.

1.2. The President or the Co-Presidents, with the approval of the Executive Board, shall appoint the interim chair or co-chairs of committees. Each committee then shall select its own chair.

1.3. It shall be the responsibility of each committee chairperson to schedule meetings as necessary; notify committee members; schedule, organize and manage the required activities of the committee; maintain accurate records of all activities, income and expenses; and report periodically to the Executive Board and general membership. Committee chairpersons' names, contact information, places and times of meetings, and records of meetings shall be announced and posted.

## **ARTICLE IX Financial Affairs**

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

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

### **Section 2. Signatories**

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The Co-Presidents or President, First Vice President, the Treasurer, and the Budget Officer shall be authorized to sign checks. Each check shall require two signatures, but shall not be signed by two officers who are related by blood, marriage or domestic partnership. One of the Co-Presidents, or President or First Vice President, shall be required to sign all checks.

### **Section 3. Budget**

3.1. The Budget Committee shall suggest activities and anticipate expenses for the coming year in accordance with the following timeline:

1. The Budget Committee must prepare a proposed budget for review by the membership in April or May.
2. The proposed budget is presented to the membership by the outgoing PTA administration for further discussion and then adopted prior to the end of the school year at an official meeting of the association in May or June.
3. The adopted budget may be presented for subsequent amendment by the incoming PTA Executive Board at a scheduled PTA meeting in September or October.
4. Prior to the first membership meeting of the following school year, expenditures shall be limited to \$20,000.

3.2. The Budget Committee shall be comprised of the Co-Presidents or President and First Vice President, the Treasurer, the Budget Officer and two general parent members, and shall be chaired by the Budget Officer.

3.3. The budget may be amended by vote of the general membership at any membership meeting.

3.4. The Executive Board is authorized to make an emergency expenditure not to exceed \$1,000.00 with a two thirds (2/3) approval by the Executive Board. The Treasurer will report such authorized expenditure to the general membership at the next association meeting in writing. The minutes of the meeting must reflect a report was made to the association to accept this Executive Board emergency expenditure action.

### **Section 4. Fund-Raising**

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4.1. The Executive Board shall be responsible for researching and presenting for approval to the membership in the fall all information and data relevant to proposed fund-raisers for the year. The members shall vote to approve all fund-raisers prior to the signing of contracts or agreements, and pursuant to planning with the Principal all fund-raisers involving students during school hours. The association will limit the number of fund-raising activities involving students during instructional hours to no more than two per year. All

4.2. The chair of each fund-raising event shall prepare a report showing the total amount of money raised, expenses, and net proceeds of each fund-raiser to be distributed to parent members and filed in the Principal's office as required, and made available upon request.

4.3 The Treasurer and additional persons as needed shall be designated and approved by the Executive Board to collect, count, tally, record and acknowledge all orders and payments, and turn all funds over to the Treasurer for deposit.

4.4. The Treasurer shall arrange to deposit all receipts by the end of the business day when possible. All cash received by a PTA activity, program, or fund raiser must be deposited within two business days of receipt. The Treasurer shall make appropriate arrangements to transport all funds to the bank, and deposit slips shall identify the source of all monies deposited.

## **Section 5. Financial Records**

5.1 All invoices reflecting PTA expenditure must be maintained on school premises and under the responsibility of the Treasurer. The PTA must keep all financial records for a period of six years.

5.2 Financial records must be maintained on file in the school. Financial records may include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, cancelled checks, minutes approving financial actions, copies of vendor contracts, inventory lists, invoices, voided checks, etc. Upon written request and reasonable notice, Association financial records must be available for inspection by members, at a mutually agreeable time.

## **Section 6. Audit**

6.1. (a) As the need arises, the President or the Co-Presidents shall request volunteers to form an Audit Committee of at least three persons. The majority of the Committee members should be comprised of persons selected by the general membership; if necessary, the remaining member or members may be selected by the President or Co-Presidents of the Association.. Executive Board members, other than those who are check signatories, may serve. Accountants retained by the Association shall assist the Committee.

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(b) The community or regional superintendent, Chancellor or Chancellor's designee may conduct an audit when a grievance related to a PTA's funds is filed, when serious allegations are raised, or when requested by a Community District Education Council.

6.2. The Audit Committee shall prepare an audit of all financial affairs of the organization. The Treasurer shall make all books and records available to the Committee.

6.3. If, upon the conclusion of an audit, it is determined that a financial discrepancy exists, a written statement reporting the existence and extent of the shortage and other relevant findings will be forwarded to the Chancellor and to the community and regional superintendent, the principal, and the PTA. The report may also recommend specific action that must be taken to prevent further financial deficiencies. The regional superintendent or Chancellor may order disciplinary or corrective action, as appropriate

## **ARTICLE X. Parliamentary Authority**

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

## **ARTICLE XI. Information Dissemination**

It is the responsibility of the members of the PTA to make themselves aware of the business of the school and of the PTA by regularly attending meetings, and referring to announcements and bulletin boards. It is the responsibility of the officers, School Leadership Team, and all committees to be diligent in sharing relevant information in a timely manner, with the membership and one another, and to establish systematic procedures that will enable all PTA members to have easy access to, and maintain contact with, the officers and committees. It is also the responsibility of the members of the PTA to solicit the views of members, and respond to questions raised by Association members.

## **ARTICLE XII. Limitations**

The Parent Teacher Association may not make decisions in an area over which it has no authority or which would:

- Violate the Memorandum of Understanding between Bard College and the New York City Department of Education.
- Violate confidentiality rights of staff, parents or students.

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- Violate any member's rights or interfere with the exercise of those rights, including the right to file a grievance as provided in Chancellor's Regulation A-660, Section IV.
- Violate a collective bargaining agreement.
- Violate any city, state or federal law or regulation or violate Department of Education or Community School District policy.
- Entail a commitment to any expenditure for which funds are not available or which would create a conflict of interest.
- Affect other schools or organizations which are not a party to the agreement.

Bard College and The PTA of Bard HSEC, Inc. are 501(c)(3) corporations formed under the Laws of the State of New York and in the event of a conflict between these by-laws and the laws and regulations governing such corporations and such 501(c)(3) status, the 501(c)(3) regulations shall govern.

### **ARTICLE XIII. Amendments**

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment has been submitted 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 stated in the motion. A thorough review of these bylaws shall be conducted every three years.

Revisions presented: October 27, 2004  
Bylaws ratified: November 18, 2004

Next Required review: Fall. 2007

Revisions presented: March 20, 2008  
Amended Bylaws ratified: April 17, 2008

Next Required Review Spring 2010