

BYLAWS OF

PS 87 Parents Association, Inc.

AMENDED BY THE MEMBERSHIP
ON APRIL 20, 2017

Co-Presidents:

Jackie Dolson-Shewchuk _____ Date

Debra Saito _____ Date

Co-Secretaries:

Kim Shankman _____ Date

Pamela Unger _____ Date

Filed with the Principal on _____

(Month/Day/Year)

Article I – Name

The name of the association shall be: The PS 87 Parents Association, Inc. (“PA”). Its address shall be 160 West 78th Street, New York, NY 10024.

Article II – Objectives

The objectives of the PA are to provide support and resources to the school for the benefit and educational growth of the students; to develop a cooperative working relationship between the parents, administration and staff; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities for parents to participate in school governance and decision-making.

Article III - Membership

Section 1. Eligibility

Section 1.1. Parents. All parents by birth or adoption, step-parents, legally appointment guardians, foster parents and any persons in a parental relation to a child currently on PS 87’s school register are automatically members of the PA. Such individuals will herein be referred to collectively as “Parents”. Parents of a child who is attending PS 87 full time while on the register of a citywide program are automatically members of the PA of PS 87. At the beginning of each academic year, the PA shall send a welcome communication 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.

Section 1.3. Staff. Supervisory staff (principals, assistant principals, and supervisors) and parent coordinators at PS 87 are not eligible to become members of the PS 87 PA, even if they have a child in the school.

Section 2. Donations/Dues

Donations and dues are not a requirement for membership, voting or candidacy (running for office). Each member shall be requested to make a voluntary donation to the PA.

Section 3. Voting Privileges

Every member has the right to vote on all matters presented at general membership meetings. Each Parent member 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.

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 core officers: President, Recording Secretary, and Treasurer.

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 PS 87.

Section 2.2. Employees. Employees of PS 87 may not serve as PA officers. This restriction applies equally to employees who have a child currently attending PS 87. Individuals whose employment is located at PS 87 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 PS 87.

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 a waiver from the DOE Ethics Officer.

Section 3. Titles

When co-officers of a position are allowed, there shall be a maximum of two (2) co-officers of that position. The officers of the PA shall be:

- (1) President or Co-Presidents;
- (2) Vice President - Administrative;
- (3) Vice President - Community Affairs;
- (4) Vice President - Enrichment and Programming;
- (5) Vice President - Communications;
- (6) Vice President - School Events and Membership;

- (7) Recording Secretary;
- (8) Corresponding Secretary;
- (9) Treasurer or Co-Treasurers;
- (10) Assistant Treasurer;
- (11) Fundraising Officer or Co-Fundraising Officers;
- (12) Afterschool Officer;
- (13) Auction Officer or Co-Auction Officers;
- (14) Wellness Officer;
- (15) Family Giving Officer or Co-Officers
- (16) Kindergarten Representative; and
- (17) 5th Grade Representative

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 the President or Co-President 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 are no term limits for all other offices.

Section 4.3. Restrictions. Any officer must recuse him/herself from voting in any matter for which a potential conflict of interest exists. Should a Board member, during his/her term of office, no longer have a child attending PS 87, said member must resign immediately and the vacancy shall be filled in accordance with these Bylaws.

Section 5. Duties of 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.

1. 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.
2. Information for Membership: The PA must inform the membership how they may contact the executive board. A list of all PA officers' names and positions must be posted in the school at the beginning of the school year. It must also be made available in the principal's office, at every PA meeting, and to members upon request. This list must include:
 - a. A phone number where the PA can be reached at the school;
 - b. The PA email address. This can be either the DOE-issued PA email address or an address established by the executive board. This email must be checked at least once a week by a designated member of the executive board;
 - c. An individual email address for each of the mandatory officers. Non-mandatory officers are recommended to provide individual email addresses as well. Personal phone numbers may be included at the discretion of each officer.
 - d. No home addresses must be included.
3. Communications to the Membership: The PA email account, group listserve, website, social media accounts, and any other mode of communication linked to the PA must be used exclusively for PA purposes. These modes of communication must not be used to endorse an individual candidate or slate of candidates in any election.
4. Training and Preparation: Newly elected officers are responsible for reading and familiarizing themselves with these bylaws and the CR A-660 in order to fully understand their role. Officers should also attend training opportunities provided by the Presidents' Council, superintendent, and the DOE's Division of Family and Community Engagement (FACE).

Section 5.1. President or Co-Presidents. The President(s) shall be the Chief Executive Officer of the PA. The President(s) 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 appoint chairpersons of PA committees, except the nominating committee, with the approval of the Executive Board. The President(s) shall delegate responsibilities to other PA members and shall encourage meaningful participation in all Parent and school activities. The President(s) shall be the general manager of the affairs of the PA and shall see that all orders and resolutions of the Board are effectuated. The/A President or President's designee (upon the approval of the membership) shall be a voting member of, and attend all regular meetings of, the District 3 Presidents' Council. The Presidents' Council member - whether the PA president or designee - must communicate information from those meetings to the PA membership at general meetings, and solicit feedback to share with the Presidents' Council. The President(s) shall appoint the K Representative and the 5th Grade Representative prior to October 1st, and these appointments must be approved by the general membership at the October general membership meeting. The President(s) shall be a mandatory member of the School Leadership Team. The President(s) or the President's designee shall attend the monthly school safety meetings. 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 regular basis with the principal and parent coordinator and manage calendar duties. The President(s) or the President's designee may attend the New York City DOE's professional development seminars relating to association leadership. The President(s) shall assist with the June transfer of PA records to the incoming Executive Board. The President(s) shall report at each meeting of the general membership and the Board, and shall present a written, annual report to the general membership at the Annual Meeting in May.

The offices 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.

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 PS 87 PA President.

If there are Co-Presidents and they disagree, they shall present their disagreement to the Board, which shall decide the matter in dispute by majority vote.

Section 5.2. Vice Presidents. The Vice Presidents shall assist the President or Co-Presidents and shall assume the President's duties in his/her/their absence or at his/her/their request. The Vice Presidents shall be responsible for coordinating the administrative functions of the PA as described below and shall assist with the June transfer of PA records to the incoming Board. The vice presidents may be one of the eligible signatories on all PA checks.

There are five vice presidents on the board:

1. Administrative
2. Community Affairs
3. Enrichment and Programming
4. Communications
5. School Events and Membership

The Administrative Vice President will serve as Board representative for the Audit Committee or management of outside auditor and will conduct an annual review of the Association's by-laws to ensure compliance, and will work with the Recording Secretary to ensure amendments are made.

The Vice President of Community Affairs will serve as Board representative for the Community Affairs Committee and the Middle School Committee.

The Vice President of Enrichment and Programming will serve as Board representative for the Enrichment Committee, Dual Language Committee, the Support Services for Special Education Committee, Parents as Reading Partners, and the Library Committee. The Enrichment Vice President shall be responsible for the establishment and coordination of, but not limited to, art programs, science enrichment, and music enrichment. He/she shall work with the

Administration and relevant SLT committees in the preparation of proposed budgets for PA-sponsored enrichment programs. He/she shall also coordinate parent volunteers and supplies for these programs. The Enrichment Vice President will serve as Board representative for the Enrichment Committee (including Chess), and the Garden Committee.

The Vice President of Communications will serve as Board representative for the Backpack News, website, directory and Yahoo group.

The Vice President of School Events will serve as Board representative to the Special Events Committee and the Culture and Community Committee, as well as be responsible for coordination for all committees including Fundraising and Wellness.

The Membership Vice President shall be responsible for the development and coordination of all membership-related efforts and the coordination of any committee activities to increase membership involvement. He/she will also serve as Board representative for the Class Parent Liaisons and will ensure communication between the Class Parents Liaisons, Class Parents and the Board.

Section 5.3. Recording Secretary. The Recording Secretary shall, among other duties assigned from time to time, maintain the official record (minutes) of the proceedings and actions of all PA meetings. The Recording Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution for all PA meetings. The Recording Secretary shall prepare and read the minutes of each PA meeting and shall make minutes available upon request. The Recording Secretary must keep track of all motions and related calls for consensus and vote. The Recording Secretary 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 in the office of PS 87 Parent Coordinator.

The Recording Secretary 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 shall assist with the June transfer of records to the incoming Executive Board.

The Recording Secretary 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.

Section 5.4. Corresponding Secretary. The Corresponding Secretary shall, among other duties assigned from time to time, provide all notices required by these Bylaws, including, without limitation, to the Board and to the general membership.

The Corresponding Secretary, with input from the Executive Board, shall determine the most appropriate methods and frequency of communications with members. Common methods include email, bulletin board or glass displays, school newsletters and local media. The Corresponding Secretary shall also forward relevant District 3 Community and/or District announcements including, but not limited to, notices of upcoming meetings, events and elections, to the PS 87 Community Yahoo Group and other appropriate means of communication with Parents.

The Corresponding Secretary 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 Corresponding Secretary shall be responsible for checking and responding to emails sent to the general PA email address. Emails sent to the general PA 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.

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 present financial reports at all PA meetings and provide copies upon request. The treasurer(s) shall also prepare and provide copies of the interim and annual financial reports. The treasurer(s) shall make available all books or financial records for viewing by members upon request and for audit. The treasurer(s) may attend the New York DOE professional development seminars relating to financial affairs. The treasurer(s) shall serve on the budget committee and 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(s) shall assist with the June transfer of all PA records to the incoming Executive Board.

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 PS 87 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.

Section 5.6. Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer or Co-Treasurers in the performance of all treasury functions and may be authorized by the Executive Board to co-sign PA checks.

Section 5.7. Fundraising Officer or Co-Officers: The Fundraising Officer or Co-Officers shall be responsible for the development and coordination of all fundraising efforts and the establishment and coordination of specific fundraising

subcommittees. The Fundraising Officer shall serve as an ex-officio member of each fundraising subcommittee. The Fundraising Officer will serve as Board representative for the Fundraising Committee.

Section 5.8. Afterschool Officer: The Afterschool Officer shall be responsible for overseeing the PS 87 Afterschool Program, including its budget and finances. He/she shall act as a conduit between the PA Board and the Afterschool Director. The Afterschool Officer will serve as Board representative for the Afterschool Committee.

Section 5.9. Auction Officer or Co-Officers: The Auction Officer or Co-Officers shall be responsible for the development and coordination of all Auction efforts and the establishment and coordination of specific auction subcommittees. The Auction Officer shall serve as an ex-officio member of each auction subcommittee. The Auction Officer will serve as Board representative for the Auction Committee.

Section 5.10. Wellness Officer: The Wellness Officer shall be responsible for the development and coordination of all Wellness efforts and the establishment and coordination of specific Wellness subcommittees. The Wellness Officer shall serve as an ex-officio member of each Wellness subcommittee. The Wellness Officer will serve as Board representative for the Wellness Committee and the Health & Safety Committee.

Section 5.11. Family Giving Officer: The Family Giving Officer or Co-Officers shall be responsible for overseeing the implementation of PS87's Annual Giving pledge drive. The Family Giving Officer will serve as Board representative for the Annual Giving Committee, and will coordinate solicitation and outreach efforts by Committee. The Family Giving Officer will make regular reports of total donations and participation levels to the Board. The Family Giving Officer will consult with the Board annually on pledge goals, suggested donation levels, pursuit of employer matching funds and overall strategy regarding annual giving.

Section 5.12. Kindergarten Representative: The Kindergarten Rep shall be appointed by the President(s) prior to October 1st, and the appointment shall be approved at the October general membership meeting. The Kindergarten Rep shall advise the Executive Board about issues relevant to kindergarten families at PS 87.

Section 5.13. 5th Grade Representative: The 5th Grade Rep shall be appointed by the President(s) prior to October 1st, and the appointment shall be approved at the October general membership meeting. The 5th Grade Rep shall advise the Executive Board about issues relevant to 5th Grade families at PS 87 and planning grade-specific events such as 5th Grade Graduation.

Section 6. Election of Officers

PA Officers other than the Kindergarten and 5th Grade Representatives shall be elected annually between April 1st and the last day of school for a one (1) year term commencing July 1st and ending June 30th 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.

Section 6.1. Nominating Committee. A Nominating Committee must be established prior to April 1st. The nominating committee shall consist of at least one (1) but no more than five (5) members. The majority of the committee members must come from the general membership. Employees and Staff of PS 87 may not serve on the Nominating Committee. This restriction applies equally to employees who have a child currently attending PS 87. Individuals whose employment is located at PS 87 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. The remaining members of the Nominating Committee shall be selected by the Membership Officer in consultation with the President(s), subject to the approval of the Board. 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 the March general membership meeting, 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 two (2) members of the PA who are not running for office. These members 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.

If at least two (2) members of the PA who are 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 PS 87, 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) Ensuring that only members deemed eligible by the Principal or his/her designee and present at the election meeting 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 PS 87;
- (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 are closed at a time ahead of the election meeting, the notice must include 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,
- (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 PS 87 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, and distributed to Parents in the PA newsletter on on the PA Yahoo Group.

At the elections meeting, candidates must be provided with an opportunity to address the 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 or on the school's website by any candidate, supporter, PA executive board, or PA committee.

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 must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA, in accordance with CR A-660.
- (c) Written ballots 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.
- (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) until ballots have been counted and the election meeting has been adjourned.
- (i) Ballots must be counted following the conclusion of voting in the presence of at least three (3) PA general members.
- (j) 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.
- (k) When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among those candidates only, at the same meeting.

Section 6.5. Uncontested Elections. If there is only one candidate or slate for an office, a member must make a motion for a vote, which must be followed by a second. 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. If the elected President(s) choose to appoint a designee to the District Presidents' Council, the appointment must be announced and approved by the 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 Presidents' Council designee, must be recorded on the PA Election Certification Form, signed by the principal or his/her designee, before the election meeting is adjourned. The designee must be a school employee other than the parent coordinator. The signed certification form must be retained by the PA, 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. Officer vacancies occurring *before* the start of the school year that are not the result of resignation will be filled by an expedited election to be held no later than October 15th.

When an officer vacancy is created by resignation or removal *after* the start of the school year, the PA Executive Board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession of expedited election. The PA Executive Board may request guidance from the appropriate Presidents' Council or superintendent.

PA Officers may choose to retain their position and not succeed to a vacant office.

Any mandatory offices that remain vacant after the order of succession has been followed must be filled by expedited election. This is also recommended in the case of non-mandatory offices.

The order of succession is as follows (if chosen by the officers):

- (a) Vacancies in the Office of President or Co-Presidents. A Vice President, selected by the Executive Board, shall 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. 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. The

Corresponding Secretary shall assume the duties of the Recording Secretary.

- (d) Vacancies in the Office of Treasurer or Co-Treasurers. The Financial Secretary shall assume the role of Treasurer until such time a new Treasurer shall be elected as provided in these Bylaws. In the case of Co-Treasurers, the remaining office holder may assume the role solely. If the remaining office holder resigns, the Financial Secretary shall assume the role of Treasurer until such time a new Treasurer shall be elected as provided in these Bylaws.

If an office is not filled through succession as outlined above, it may be filled by succession of the next highest-ranking officer.

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 and immediately turn over all PA records. In the event of the resignation of the Recording Secretary, 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 will not 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 as required by CR A-660. Expedited Elections must be conducted according to the rules specified in Section 6.1-6.5 herein, with the following exceptions:

1. A parent member who is not seeking office should chair the election meeting. A representative from the appropriate Presidents' Council or superintendent's office may advise the parent chair or chair the meeting if necessary.
2. All nominations shall be taken from the floor immediately prior to the elections.
3. The Notice of Election Meeting must include a statement that all nominations will be taken from the floor at the election meeting.

Section 6.10. 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 PS 87, with a copy to CSD3 Family Advocate or Office for Family Engagement and Advocacy ("FACE") sent to ElectionGrievance@schools.nyc.gov, and the Presidents' Council. Because it is important for the functioning of the PA that election results be determined with finality in a timely manner, the rules applicable to election grievances are different from those that apply to other complaints and disputes.

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 I.F.

Section 6.11. Fall Officer Appointments. The President(s) shall appoint the Kindergarten Representative and 5th Grade Representative by October 1st. These appointments must be approved by the general membership at the October general membership meeting in order to be valid.

Section 7. Education Council Selectors

The President, Recording Secretary, and Treasurer shall each be one of the 'selectors' in the election of parent members to serve on the Community Education Council for District 3 ("CEC3") as outlined in CR A-660. In the case of Co-Presidents and/or Co-Treasurers, the Executive Board will decide which Co-President shall vote as PS 87 PA President and which Co-Treasurer shall vote as PS 87 PA Treasurer.

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, 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 6 years.

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 shall 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.

Section 9.2. Unsatisfactory Performance. PA officers may also be removed for unsatisfactory performance. Unsatisfactory performance may include, but is not limited to, failure to perform the 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 frequent occasions, not participating in and volunteering for school-wide events and/or behaving in a manner that is disruptive or undermining to the mission of the PS 87 PA.

An officer may be removed for unsatisfactory performance 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.

Section 9.3. Opportunity to Resign. Any officer who is to be removed from office for any reason shall be given the opportunity to voluntarily resign his/her position prior to official removal.

Article V - Executive Board

Section 1. Composition

The Executive Board shall consist of the officers set forth in Article IV above. 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 meetings.

Section 2. Powers and Duties

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, 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. All committee and subcommittee budgets, proposals, events, and programs shall be submitted to the Executive Board for approval before they may be implemented.

The Executive Board is responsible for establishing and disbanding committees and should appoint at least one executive committee member to serve on each established standing committee, if any are established. 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. Voting must take place in person.

Section 3. Meetings

Section 3.1. Regular Meetings. Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. The full

schedule of meetings for the current school year must be issued by October 15th. The Corresponding Secretary or the President(s) will notify each member of the board at least ten (10) days prior to a meeting of any necessary date or time change. Notice of said meetings will be posted. 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 meetings of the Executive Board. The extent to which they may participate shall be at the discretion of the meeting chair or President(s). Individuals who are not members of the PA may attend Executive Board meetings only with prior approval of the Board.

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. Special meetings should follow the same procedure as regularly scheduled meetings, except that they may be convened upon 48 hours' notice.

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, and make the decision he/she/they see as best. The decision can then be voted on at the next available meeting.

Section 3.4. 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.

Section 5. Quorum

Nine (9) 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 monthly from September through June. Beginning with the 2017-2018 school year, the general membership meetings are intended to be held on the second Friday of each month, at 8:30am in the cafeteria, unless a schedule or location change is deemed necessary. The complete schedule of general membership meetings shall be available and posted no later than October 15th. Reminder of each membership meeting shall be distributed in such manner to best reach parents (e.g. backpack, email). Multiple means of communication are necessary to ensure that all parents are notified. Notice must be sent at least ten (10) calendar days prior to the scheduled meeting of any date or time changes. Notice of intent to vote on the budget or for elections must be sent out at least (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. All Executive Board and general membership meetings must be held in the PA home school of PS 87. 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.

Meetings may be broadcast via web or telephone conference, but they must be physically convened in the school building. Members participating from remote locations must not be counted toward quorum and must not be allowed to vote.

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. General membership meetings must be non-exclusive and open to the general public. All eligible members may attend and participate during general membership meetings and may speak to agenda items. The chair shall have the right to limit discussion on motions. Individuals who are not members of the PA may attend as observers, but may participate in discussions only at the discretion of the meeting chair.

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) Committee Reports;
- (8) Correspondence;
- (9) Unfinished Business;
- (10) New Business; and
- (11) Adjournment.

Section 3. Quorum – General Meetings

A quorum of the PA of PS 87 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.

Section 4. Minutes

Minutes of the previous 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.

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) shall 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 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

Section 1.1. Creation and Composition. The President or Co-Presidents 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 either in-person or in writing on a regular basis. The Executive Board will post a listing of standing committees and their chairpersons once approved, and may provide this list as an Appendix to these Bylaws for the current school year.

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 President or Co-Presidents will appoint ad-hoc committee chairpersons with the approval of the Executive Board. 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. The Executive Board will post a listing of ad-hoc committees and their chairpersons on the bulletin board in the school entrance by November 1, and may provide this list as an appendix to these Bylaws for the current school year.

Section 2.2. Possible Ad-Hoc Committees. The ad-hoc committees of the PA may include, but are not limited to, the following:

- Afterschool
- Auction
- Backpack News
- Communications
- Community Affairs
- Community Service
- Culture and Community
- Dual Language
- Enrichment
- Family Giving (Pledge Drive)
- Fundraising

- Garden
- Grants
- Green Team
- Health and Safety
- Library
- Middle
- School
- Parents as Reading Partners
- Support Services for Special Education
- Wellness

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, Treasurer or Co-Treasurers, and Assistant Treasurer, shall be eligible to sign Association checks; of those officers, at least two (2) will be authorized by the Board to be official signatories. Vice Presidents are eligible and may be authorized, if so agreed by the Board. All checks require at least two (2) signatures. The signatories of a check may not be related to each other 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 must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a budget vs. actuals report, and a proposed budget for the next school year. The proposed budget must be presented to the general membership at a general meeting prior to the meeting where the vote to approve the budget will occur. The budget shall be 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. Budget amendments may be proposed at this time.
- (c) The Treasurer will form a budget committee at the start of each school year and establish a meeting schedule throughout the school year to manage inputs from all affected organizations.
- (d) The counting and handling of any cash, checks, or money orders received by the PA, must be completed by at least two (2) PA

members. These members 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 who participated in counting the funds;

- (e) 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. PA funds must be taken to the bank for deposit by at least two (2) authorized members; and
- (f) 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.).

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 \$500 that are not included in the approved budget at the time of its adoption must be approved by resolution of the membership.

Section 3.4. Emergency Expenditures. The Executive Board is authorized to make an emergency expenditure not to exceed ten thousand dollars (\$10,000.00) with a two-thirds in-person vote approval by the Executive Board. Any emergency expenditures shall be reported to the general membership at the next PA meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the PA to accept this action.

Section 3.5. Officers' General Fund. The President(s) are authorized to make an expenditure from the approved Officers' General Fund not exceeding \$1000 at their discretion. Any expenditure over \$1000 requires a two-thirds ($\frac{2}{3}$) approval by the executive board.

Section 3.6. Paying Personnel. Whenever PA funds are used to pay for personnel who work at the school, the PA acknowledges that it has no authority in the management of those personnel, but rather leaves all managerial decisions to the administration of PS 87. Similarly, when allocating new funds to pay for specific personnel, the PA will rely on guidance from the administration on the appropriate amounts to allocate before finalizing a proposed budget.

Section 4. Audit

It is recommended by CR-A660 that an audit be performed each year, or any time there is a change in the person holding the office of treasurer.

Section 4.1. Audit Committee. The President(s) may request volunteers to form an Audit Committee of three (3) to five (5) persons. Executive Board

members who are not eligible signatories on association checks may serve on the Audit Committee. The majority of the committee shall be comprised from the general membership. If an Audit Committee is formed, its responsibilities will be governed by this Section 4.

Section 4.2. Conduct. The Audit Committee shall conduct an audit of all financial affairs of the PA with the help of the Treasurer(s) who shall make all books and records available to them. The Audit Committee may also recommend that an external audit of the PA's financial records be conducted.

Section 4.3. Duties. Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PA equipment and ensuring compliance with Bylaw provisions for the transaction of funds.

Section 4.4. Findings. The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 4.5. External Audit. The President(s) may request an external audit to be performed and reported. Copies of the external audit report will be made available upon request to any member after the completion of the audit review and investigation.

Section 5. Financial Accounting

Section 5.1. 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 5.2. 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 approval 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.

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 whenever the CR A-660 is revised. All provisions of these Bylaws must conform to CR A-660 and DOE guidelines.

The title page must show the date of approval by the membership and the signatures of the PA President(s) and Recording Secretary at the time of adoption.

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.

The original signed PA bylaws must be kept on school premises. A copy must be given to the Principal, who must ensure that the current version is available in his/her office. The PA executive board must ensure that a copy of the bylaws is made available at the every meeting, and to members upon reasonable request.

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 20, 2017.

Article X – Whistleblower Policy

PS 87 Parent Association is committed to legal and ethical standards of conduct and will not tolerate illegal or dishonest behavior. In this spirit, the PA encourages and enables officers and members to identify any instances in which these standards may be compromised. As members of the PS 87 PA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy ('Policy') has been established to provide a means for employees, officers and members to raise good-faith concerns about behavior that appears to them to be illegal, dishonest, or unethical. A Whistleblower is the individual reporting such activity. It is contrary to the values of the PS 87 PA for anyone to retaliate against any member who in good faith reports unethical, illegal or dishonest behavior.

Examples of serious misconduct covered by this Policy include, but are not limited to: violations of federal, state or local laws; fraudulent financial reporting or actions that may lead to such fraudulent reporting; destroying, altering, concealing, or falsifying a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding; fraudulently influencing or misleading any independent public accountant engaged in the performance of an audit of the PS87 Parent Association's financial statements or planning, facilitating, or concealing any of the above. This is not meant to be an exhaustive list but rather a guide to the types of improper behavior covered by this Policy.

All officers and members are covered under this Policy. It is the responsibility of all officers and members of the PA to comply with this Policy and to report any violations or suspected violations of the principles set forth herein in accordance with this Policy to the PA Presidents and/or Vice Presidents, regardless of the identity of the suspected offender.

Appendix I – Ad Hoc Committees for the 2016-2017 School Year

Afterschool: responsible for overseeing the Director of the Afterschool Program and for the implementation of two (2) yearly semesters of the Afterschool Program. The Chairperson's duties shall include but are not limited to working with the Afterschool Director in the development and maintenance of the budget, and appropriate consultation with the Board.

Auction: responsible for all planning and execution of the annual auction fundraiser.

Backpack News: responsible for the editing and production of the weekly school newsletter.

Class Parent Liaisons: serve as sources of guidance, counsel and leadership for Class Parents, coordinating an introductory meeting in the fall and preparing emails for distribution throughout the year.

Communications: responsible for coordinating the publication of the directory and other PA-sponsored initiatives as directed by the Board; updates the school website; moderates the PA Yahoo group.

Community Affairs: responsible for the establishment and coordination of all parent action programs and activities. Committee representatives shall attend Regional, community, neighborhood and other meetings that represent parent issues and interests and report back to the Board on issues and concerns of the larger school system.

Community Service: helps PS87 children experience hands-on volunteering. The committee facilitates children's involvement and leadership with community service projects so the PS87 community can help others in need.

Culture and Community: responsible for the coordination and implementation of all PA-sponsored Multicultural events and programs.

Dual Language: facilitates communication among the parents within the Dual Immersion Program, acts as a liaison between the parents and the teachers and administrators and assists in providing resources to support the academic goals of the Dual Immersion Program.

Enrichment: supports the Music, Dance, Drama, STEM and Assembly programs by organizing school-wide events and performances, and by sponsoring supplemental enrichment instruction.

Family Giving: coordinates and executes all pledge drive solicitations.

Fundraising: responsible for the development and coordination of all fundraising efforts.

Garden: plants and maintains our PS 87 gardens; encourages and supports teachers' use of gardening with their classes.

Grants: responsible for researching grant opportunities, and applying for grants to support enrichment at PS 87.

Green Team: supports teachers, staff and administration in meeting DOE required recycling and eco goals, including the Zero-Based Waste Initiative. Works with PA to increase green initiatives during PA sponsored events and daily school activities to decrease our

carbon/energy/pollution footprint. [DS2]

Library: responsible for the recruitment, training and scheduling of parent volunteers for the Library, and shall be the PA's liaison to the Library and the school librarian and shall coordinate all PA-sponsored library activities and events. [DS3]

Middle School: assist school staff (including the guidance counselor and parent coordinator) in helping families in the process leading up to the transition to middle school, and in ensuring that parents and students have access to sufficient information to make informed decisions about selecting middle schools and to participate effectively in the application process.

Parents as Reading Partners: will recruit parents into and oversee the program which pairs volunteers with children for one-on-one reading time during the school day.

Special Events: responsible for coordination of events that support parent involvement in PA activities.

STEM: supports student involvement and professional development in the fields of Science, Technology, Engineering and Mathematics.

Support Services for Special Education: serves as a liaison for parents who have questions about resources available to them and to their children with IEPs. [DS4]

Wellness: responsible for efforts to support children's environmental health, fitness and nutrition.