

BY-LAWS

OF

The Parents and Teachers Association of
The Dock Street School for STEAM Studies

APPROVED BY THE MEMBERSHIP ON November 14, 2017

Cynthia McKnight

PRESIDENT'S NAME

Cynthia McKnight

PRESIDENT'S SIGNATURE

11/14/17

DATE

Debora Zokoue

OFFICER'S NAME

Debora Zokou

OFFICER'S SIGNATURE

Recording Secretary

11/14/17

TITLE

DATE

Article I - Name

The name of the association shall be the Dock Street School Parent Teachers Association, and the association shall be referred to in these by-laws as the PTA.

The association's financial records are available for inspection by the public at Dock Street School, Brooklyn, New York 11201. The association is not an affiliate of any other group nor does it engage in raising unrelated business income. Its sole fundraising purpose is to benefit Dock Street School consistent with these bylaws. The association's tax exempt status may only be used for the association's benefit.

Article II - Objectives

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

Article III - Membership

Section 1 Eligibility

Parents of students currently attending the Dock Street School are automatically members of the association. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending the Dock Street School. Parents of a child who is attending the Dock Street School full time while on the register of a citywide program are eligible to be members of the association at the beginning of each school year; the association shall send a welcome letter to inform parents of their automatic

membership status and voting rights. Membership shall also be open to all teachers currently employed at the Dock Street School.

Membership in the PTA has been extended to teachers currently employed at the school. The membership of the teachers in the PTA may be rescinded upon a majority vote of the parent members of the PTA. Principals, assistant principals and supervisors may not be members of the PTA.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership of the PTA. However, each member shall be requested to make a voluntary donation of \$100 or other amount per calendar school year.

Section 3 Voting Privileges

Each member of the PTA shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in CR A-660.

Article IV – Officers

The offices mandated by CR A-600 are the president, recording secretary and treasurer. The PTA strives to have the following elected officers (with responsibilities as described below) as part of its executive board.

Section 1 Titles

The officers of the association shall be: President or Co-presidents, Vice president or Co-vice presidents, Recording Secretary, and Treasurer. The association must elect the mandatory officers: president, recording secretary, and treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent of a child attending Dock Street School.

1.1 President or Co-Presidents: The president position can be filled by two people who share the responsibilities of the position. The president (or one of the co-presidents) shall preside at all meetings of the membership, is a member ex-officio of all committees except the nominating committee, and she/he or her/his designee attends all regular meetings of the presidents' council and shall be a mandatory member of the School Leadership Team. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president countersigns all checks. If the presidency is filled by more than one person, only one of them can be authorized to countersign checks. In all other ways, the president or co-president acts as the executive officer of the PTA. The president shall assist with the June transfer of association records to the incoming executive board.

1.2 Vice President – Fundraising/Community Events: The vice president position can be filled by two people, who share the responsibilities of the position. Fundraising chairs and oversees the Fundraising Committee and its work raising funds and marshalling resources to support school programming. The Vice President - shall be empowered to sign checks in the absence of the treasurer/assistant treasurer or president. If the position is filled by more than one person, only one of them can be authorized to countersign checks. At the request of the president or co-presidents, any vice president may, when necessary, act as the executive officer of the PTA. The Vice President shall also oversee all community events (events that seek to strengthen our school community, these events may change from year to year, depending on volunteer interest and availability).

1.3 Vice President – Communications/Technology The vice president position can be filled by two people, who share the responsibilities of the position. The Vice President – chairs and oversees the Communications Committee and its work connecting our school community by way of our website, emails, posters, and other communications. At the request of the president or co-presidents, any

vice president may, when necessary, act as the executive officer of the PTA. The Vice President – shall also chair and oversee the Technology Committee and its work managing our website, online documents and information storage, online forms and payments, email mailing lists, and other technology needs as they arise.

1.4 Recording Secretary: The recording secretary position can be filled by two people, who share the responsibilities of the position. The recording secretary shall record minutes at all the meetings of the executive board and general membership. The recording secretary's responsibilities shall include the preparation of notices, signage, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall oversee regular review and amendments of the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

1.5 Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for filing, maintaining an updated record of all receipts, 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 association. The treasurer shall prepare and present a written report of all transactions (on an aggregated category basis) at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the PTA's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. Copies of the treasurer's report must be given to the

principal. Such audit shall take place at Dock Street School, during normal school or business hours and upon reasonable notice. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office. The term of office for each officer position is for a one year term beginning July.

Section 3 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1st.

Employees of Dock Street School may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the Dock Street School.

3.1 Nominating Committee: A nominating committee shall be formed by the March PTA general membership meeting and shall ensure that annual elections are held in an inclusive manner and provide opportunity for the full and fair participation of all PTA members. The nominating committee shall have three members, all chosen by the general membership. The PTA president may not be a member of the nominating committee. The nominating committee shall elect its chairperson and is a temporary committee. If a nominating committee is not or cannot be formed by the end of March, the executive board must communicate to the PTA that the nominations and election process will proceed under the direction of at least two members of the PTA who are not running for office. These members will be selected to serve in this role by vote of the general membership of the PTA at the March general membership meeting. These members 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 elections from the appropriate region/district president's council and/or the principal or his/her designee and/or the district or regional superintendent or his/her designee. Persons employed by the school may not be a member of the nominating committee. The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever

possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May general membership meeting;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election.

3.2 Candidate Statements: During the June general membership election meeting, candidates will have an opportunity to address the membership prior to voting. If a candidate is not able to be present, another member may read the candidate's statement. The nominating committee may distribute candidate statements prior to the elections, but after nominations have been closed. All candidates must be given an equal opportunity to participate. Candidate statements are optional and are not required. Other than candidate statements distributed by the nominating committee, no materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, PTA executive board or PTA committee.

3.3 Notices: The meeting notice and agenda for the June general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

3.4 Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should be translated into languages spoken by parents in the school.

- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- Ballots must not be removed from the school. The PTA must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

3.5 Uncontested Elections: If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

3.6 Officer Vacancies: All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. 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 association records. The ranking of officers for succession purposes shall be: president or co-presidents; vice president or co-vice presidents (of community events, then fundraising, then communications, then technology); recording secretary or co-recording secretaries; treasurer; assistant treasurer. Officers will be offered the opportunity to fill positions by succession in this order; officers may decline to accept positions by succession. If a position is filled by two people, a vacancy by one of the two will not trigger these provisions

3.7 Expedited Election Process: Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with these bylaws.

Section 4 Education Council Selectors

The mandatory PTA executive board officers (president, recording secretary and treasurer) shall select the parent members of the District 13 Community Education Council.

Section 5 June Transfer of Records

All PTA records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

Section 6 Disciplinary Action

6.1 Non-attendance at Meetings: Any officer who fails to attend 3 consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. 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 general membership's consideration.

6.2 Unsatisfactory Performance: PTA officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, a PTA member may make a motion to begin the process of removing an executive board member for unsatisfactory performance, provided the executive board is notified of the planned motion no less than 10 days before the general membership meeting so that notice can be included in the general membership meeting agenda.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The PTA's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the PTA. Executive board members shall be expected to attend all executive board meetings.

Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held on the second Tuesday of the month beginning at 6PM unless such date falls on a legal or religious holiday or, at the board's election, any other day on which no classes are held or which conflicts with another school event, in which case the meeting shall generally be held on the following Thursday or previous Tuesday. In order to encourage participation of all parents, PTA meetings are moved to Saturdays during Saturday Academy. We will also host PTA meetings before Winter and Spring showcases to encourage attendance by parents/guardians.

Section 3 Voting

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

Section 4 Quorum

A majority of the members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Section 5 Non-Executive Board Member Attendance and Participation

5.1 Members of the PTA may attend executive board meetings and may only speak or otherwise participate if acknowledged by the presiding officer.

5.2 Non-members of the PTA may not attend executive board meetings, unless invited by the executive board. The Principal has a standing invitation to attend executive board meetings.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1. Date and Time: General membership meetings are generally held on the second Tuesday of every month at 5:30 pm during the school year. If a regularly scheduled Tuesday meeting falls on a legal or religious holiday, or any other day in which no classes are held, or there is a conflict with a school event, the general membership meeting will be rescheduled to an available date during the second, third or fourth

weeks of the month. We will also hold general meeting before other events at Dock Street for the convenience of parents/guardians. Written notice of each general membership meeting shall be distributed in languages spoken by parents at the school, whenever possible.

1.2. Notice: Notice of each meeting must be sent at least 10 calendar days prior to the date of the meeting, and should be sent in a manner calculated to reach all parents (e.g., backpack, postal mail, automated call, email).

1.3. Location: All meetings, including committee and executive board meetings, must be held at Dock Street.

1.4. Members' Attendance and Participation: All members of the PTA may attend and participate in general membership meetings.

1.5. Non-members' Attendance and Participation: Non-members may attend general membership meeting but may only speak or otherwise participate if acknowledged by the presiding officer.

Section 2 Order of Business

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

- Call to Order
- Reading and Approval of Minutes
- President's Report
- Treasurers' Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Principal's Report
- Adjournment

Section 3 Quorum

The quorum for a general membership meeting must consist of representation by at least 6 PTA members, including a minimum of 2 executive board members and 4 parent members. In the absence of a quorum, the PTA cannot authorize the expenditure of funds or vote on any business, but may have non-binding discussions.

Section 4 Minutes

Minutes must be taken at all general membership meetings. A draft of the minutes must be made available no later than the next scheduled meeting for review and approval by the general membership.

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 may call a special membership meeting with a minimum of 48 hours written notice to PTA membership stating precisely what the topic of the meeting will be.

Section 6 Parliamentary Authority

The PTA may adopt meeting rules of order for use as a guide. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with applicable laws, policies, rules, and regulations.

Article VII - Committees

The PTA standing committees shall include Fundraising/Community Events and Communications/Technology Committees. Additional committees and chairpersons can be established with executive board approval, except (1) the nominating committee (which is a temporary committee established and governed by the rules set forth in Article IV, Section 3.1); and (2) any review committee formed to gather information and make recommendations related to PTA officers' unsatisfactory performance (which shall be established and governed by the rules set forth in Article IV, Section 6.2).

Article VIII – Conflicts of Interest

Section 1 Executive board officers

Executive board officers cannot have any direct or indirect interest in any business transaction, any financial interest, or any business dealing with the school, the community school district, the Panel for Educational Policy ("PEP"), a Community Education Council ("CEC"), Citywide Council on Special Education ("CCSE"), Citywide Council on High Schools ("CCHS"), Citywide Council on English Language Learners ("CCELL"), District 13 Council ("D13 Council"), or the Department of Education,

including a contract. Waivers may be granted by the Department of Education Ethics Officer in appropriate circumstances.

Section 2 General membership

Members who have any direct or indirect interest in any business transaction, any financial interest, any business dealing with the school, the community school district, PEP, a CEC, CCSE, CCHS, CCELL, D13 Council, or the Department of Education, including a contract, must disclose such interest to the membership and the disclosure shall be documented in the minutes of the meeting at which the disclosure was made. Members who have a conflict of interest must refrain from participation in any decision relating to that matter.

Article IX - Financial Affairs

Section 1 Fiscal Year

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

Section 2 Signatories

The president (or one of the co-presidents), the treasurer, (or the vice president or one of the co-vice presidents in the absence of the president or treasurer) shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTA check. A PTA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget and Fundraising

3.1 Budget Process: The executive board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive board must review the current budget, annual financial status, accountings, expenditures and outstanding bills and prepare a draft budget for the next school year.
- The draft budget must be presented to and approved by the membership no later than the June meeting.
- The incoming executive board must review the draft budget in September for presentation and discussion during the September general membership meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget for membership approval no later than the October general membership meeting.

3.2 Budget Amendments: The budget may be amended by vote of the general membership at any membership meeting.

3.3 Expenditures Approvals: All expenditures not included in the budget at the time of its adoption or amendment must be approved by vote of the general membership. Membership approval of expenditures must be reflected in the minutes of the meeting.

3.4 Fundraising Activity Approvals: All fundraising activities sponsored by the PTA not included in the budget at the time of its adoption or amendment must be approved by vote of the general membership. Membership approval must be reflected in the minutes of the meeting.

3.5 Handling of Funds.

- The counting and handling of any cash, checks, or money orders received by the PTA must be completed by at least 2 PTA members. These PTA members cannot be related by blood or marriage. Funds must be counted in the school (or at the location of the fundraising event) on the same day of receipt. The PTA's financial records must include records of the total amount of funds collected and the signatures of the PTA members who participated in counting the funds.

- The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)

3.6 Out-of-pocket Expenses: A PTA member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure, generally by way of event-related expenses included in the budget. Reimbursement must be made by check payable to the member, and not in cash.

3.7 Emergency Expenditures: The executive board is authorized to make an emergency expenditure not to exceed \$500 with a two-thirds approval of the executive board by telephone, email, or in person. Emergency expenditures are appropriate where an unexpected and unbudgeted cost is incurred and payment must be made prior to the next general membership meeting. These expenditures shall be reported to the general membership at the next PTA meeting in writing by the treasurer/assistant treasurer. The minutes of the meeting must reflect a vote taken by the PTA to accept this action.

Section 4 Audits

Audits of the PTA will comply with local, state, and federal regulations and will be conducted, when necessary, by a certified professional accounting firm.

Section 5 Financial Accounting

5.1 Reports: The treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

5.2 Record Keeping and Funds Transfers: The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. Only authorized executive board officers shall transport funds to the bank; the treasurer and assistant treasurer are authorized board members, and the executive board may authorize other executive board members to transfer funds to the bank. Deposit slips shall identify the source of all deposited funds. All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article X – Dissolution

In the event of dissolution, all of the remaining assets and property of the corporation shall after necessary expenses thereof, be distributed to another organization exempt under the Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax laws, or to the federal government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the New York.

Article XI – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the member’s present, provided the amendment was presented to the membership at the previous meeting or at least 10 days prior to the meeting at which the amendment is to be presented for vote (except as provided below). Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership on November 14, 2017.

Signed By:

Cynthia McKnight
President

Debora Zokoue
Recording Secretary

11/14/17
(Month) (Day) (Year)

Filed with the Principal on 11/15/17
(Month) (Day) (Year)

