

BYLAWS

OF

Brooklyn Technical High School Parent Association Inc.

APPROVED BY THE GENERAL MEMBERSHIP ON March 12, 2019

LAURA HAMILTON, CO-PRESIDENT

DATE

CINDY KUE,
CO-PRESIDENT

DATE

JAMES STRAUSS,
RECORDING SECRETARY

DATE

Article I - Name

The legal name of the Tech PA shall be the Brooklyn Technical High School Parent Association Inc. The abbreviated name shall be Brooklyn Tech PA.

Article II - Objectives

The objectives of the Tech PA are to provide support and resources to the school for the benefit and educational growth of the students; to develop parent leadership and parent engagement; to foster and encourage parent participation on all levels; and to provide resources to student clubs and teams for the benefit and extra-curricular growth of the students.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending Brooklyn Technical High School are automatically members of the Tech PA. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a student currently attending Brooklyn Technical High School. At the beginning of each school year, the Tech PA shall disseminate a welcome notice to inform parents of their automatic membership status and voting rights.

A parent may not designate another individual to serve in his/her place as a member of the PA/PTA.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation of \$600 annually, or \$60 per month for 10 months.

Section 3 Voting Privileges:

Each parent of a student currently enrolled at Brooklyn Technical High School shall be entitled to one vote. Proxy voting, absentee balloting email or conference call is prohibited. 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).

Article IV – Officers

Section 1 Titles

The officers of the Tech PA shall be: President or Co-Presidents, Recording Secretary, Treasurer, Assistant Treasurer, Assistant Recording Secretary, Co-Corresponding Secretary, Vice President or Co-VPs of Fundraising, Vice President or Co-VPs of Communications, Vice President of Events and Volunteers, Vice President or Co-VPs of Diversity and Community Engagement, Senior Vice President, Junior Vice President, up to two Sophomore Vice Presidents, and up to five Freshman Parent Members at Large. The Tech PA must elect the following mandatory officers each year in order to be a functioning PA: one President or two Co-Presidents, Recording Secretary and Treasurer.

Section 2 Qualifications

To be a member of the Executive Board of the Tech PA, a candidate must be a parent (or person in parental relation) of a student registered and attending Brooklyn Technical High School. Employees of Brooklyn Technical High School may not serve as members of the Executive Board of the PA. This restriction applies equally to employees who are members of the Tech PA as a parent of a student currently attending Brooklyn Technical High School.

Parents who serve in the officer positions of Co-Presidents shall run for the position as a team.

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.

Parents who serve in the officer positions of Senior Vice President, Junior Vice President, Sophomore Vice President, and Freshman Parent Member at Large shall be a parent of a student in the respective grade that the parent represents.

No parent who has been convicted of a felony shall serve in any capacity on the Executive Board of the Tech PA. All officers of the Executive Board of the PA have a fiduciary duty to the General Membership of the Tech PA. If an officer on the Board has a personal interest that presents a conflict of interest with a matter before the PA, that officer must abstain from a vote on, or participation in, that matter. PA members who have any direct or indirect interest in any business transaction, any financial interest or any business dealing with their school must refrain from any participation in any decision relating to that matter. In the case of a potential conflict of interest, the officer must also abstain from a vote on, or participation in, that matter to avoid even the appearance of impropriety. Such interest, whether direct or indirect, must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made. PA members who have a conflict of interest are not eligible to run for officer positions unless they have obtained a waiver from the DOE Ethics Officer.

Term limits for all officer positions of the Tech PA shall be two consecutive one-year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and willing to serve. An officer who has served the maximum number of terms may be elected to a different officer position in successive years.

Section 3 Duties of Officers

President or Co-Presidents: The President/Co-Presidents shall (1) preside at all meetings of the Tech PA, (2) be (an) ex-officio member(s) of all committees except the Nominating Committee and the Audit Committee, (3) enforce the bylaws of the Tech PA, (4) appoint chairpersons of Tech PA committees with the approval of the Executive Board, (5) carry into effect all resolutions of the Executive Board and the General Membership of the Tech PA, and (6) generally perform all necessary and ancillary duties of the office. The President/Co-Presidents shall (7) delegate responsibilities to other Tech PA members, (8) encourage meaningful participation in all parent and school activities, and (9) attend all regular meetings of the Presidents' Council or, alternatively, designate a member of the Executive Board of the Tech PA – the Designee – the task of serving on the Presidents' Council. The Designee shall provide a full report to the President/Co-Presidents of the matters addressed and their resolution at the Presidents' Council meeting, which report shall be provided to the President/Co-Presidents before the next regularly scheduled Executive Board meeting.

The President/Co-Presidents shall (10) meet and confer regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the General Membership meetings. The President/Co-Presidents shall (11) each be an eligible signatory on Tech PA checks and (12) sign all documents to be executed for and/or on behalf of the Tech PA. The President/Co-Presidents shall (13) assist with the June transfer of records to the incoming Executive Board.

Recording Secretary: The Recording Secretary shall (1) record minutes at all meetings and (2) be responsible for preparing notices, agendas, sign-in sheets, and materials for distribution. The Recording Secretary shall (3) prepare and post such proposed minutes not less than 14 days prior to the next PA meeting and (4) distribute copies of the proposed minutes at the next scheduled meeting for review, amendment, and approval by the General Membership. After approval of the minutes by the General Membership, the Recording Secretary shall (5) within 14 days ensure the previously posted proposed minutes are amended to reflect the approved minutes and are posted on the website of the Tech PA. The Recording Secretary shall further (6) maintain custody of the Tech PA's records on school premises, and (7) incorporate all amendments into the bylaws and ensure that signed copies of the bylaws with the latest amendments are on file in the Principal's office and posted on the website of the Tech PA. The Recording Secretary shall also (8) assist with the June transfer of all Tech PA records to the incoming Executive Board.

Assistant Recording Secretary: The Assistant Recording Secretary shall be available to assist the Recording Secretary and perform all duties as needed and requested by the Recording Secretary in his/her absence.

Treasurer: The Treasurer shall (1) be responsible for all financial affairs and funds of the Tech PA, (2) be responsible for maintaining an updated record of all income and expenditures on school premises, (3) be one of the signatories on checks, and (4) adhere to and implement all financial procedures established by the Tech PA. The Treasurer shall also (5) prepare and present a written report of

transactions 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 (6) prepare the interim and annual financial reports of the Tech PA as required by the Chancellor's Regulations and (7) make available all books and financial records for viewing by members upon request and/or audit. (8) The Treasurer shall assist with the June transfer of all records to the incoming Executive Board.

Assistant Treasurer. The Assistant Treasurer shall be available to assist the Treasurer and perform all duties as needed by the Treasurer in his/her absence.

Corresponding Secretary: The Corresponding Secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Tech PA. The Corresponding Secretary shall send acknowledgement letters under the signature of the President/Co-Presidents to individuals and organizations that have made donations to the Tech PA within a reasonable period of time after receipt of a donation.

Vice President or Co-Vice Presidents of Fundraising: The Vice President or Co-Vice Presidents of Fundraising shall be the chair or co-chairs of the Fundraising Committee. Responsibilities include, but are not limited to planning and managing fundraising activities and events throughout the school year; acting as head of the Annual Fund; applying for grants, and any other activities to raise funds for the PA. The position shall be a voting member of the Executive Board and may be filled by one or two people who agree to jointly share responsibilities thereby acting as Co-Vice Presidents.

Vice President or Co-Vice Presidents of Communications: The Vice President or Co-Vice Presidents of Communications shall be the chair or co-chairs of the Communications Committee. Responsibilities include but are not limited to preparing notices, announcements and memoranda to be distributed to the general membership; working with the school administration and PA to facilitate communications between the school and parents via the school and PA websites, email and flyers; and working to include translated versions of PA communications when possible. The position shall be a voting member of the Executive Board and may be filled by one or two people who agree to jointly share responsibilities thereby acting as Co-Vice Presidents.

Vice President or Co-Vice Presidents of Events and Volunteers. Arrange for PA events such as meetings and seminars to be placed on school schedule. Work to get parents involved in various events, including, but not limited to, the Teacher Appreciation Dinner, PA meetings, High School and College Fairs, Parent Workshops, Orientation Nights and Open Houses. Arrange for sign up pages (online or on paper) so that parents can commit to volunteering for specific time periods on event days.

Vice President or Co-Vice Presidents of Diversity and Community Engagement. The Diversity and Community Engagement Committee has been established to reach out to and engage the diverse parent population at Brooklyn Technical High School. The PA is committed to hearing the voice of every parent/caregiver, as

that is key to the success of the Parent Association's mission to engage parents and foster parent participation. We will build empathy, resilience and community by exploring, understanding and valuing our differences. Will be responsible for planning events and programs to promote a just, diverse, and inclusive community. The programs will include (but not be limited to): language interpretation services, discussions with faculty, administrators, alumni and students, the exploration of noteworthy art, books and film, community building activities and encouraging parents to run for leadership positions.

Senior Vice President, Junior Vice President, Sophomore Vice Presidents. The Senior Vice President, Junior Vice President, and Sophomore Vice Presidents shall (1) represent the interests of the parent body of the senior, junior, and sophomore classes, respectively. They shall (2) further assist the President or Co-Presidents in the execution of their duties, and (3) perform leadership roles in multiple Tech PA committees. The Senior Vice President, Junior Vice President, and Sophomore Vice Presidents shall each (4) actively participate in the Fundraising Committee or the Communications Committee or both.

Freshman Parents at Large: The five Freshman Parents at Large shall represent the interests of the parent body of the freshman class. The Freshman Parents at Large shall participate actively in at least one Tech PA committee to develop the knowledge and experience to serve in a leadership role in future Tech PA Executive Boards.

Section 4 Election of Officers

Spring Elections: Officers of the Executive Board of the Tech PA – with the exception of the five Freshman Parents at Large positions – shall be elected by the last day of each school year. PA officers are elected to serve a one-year term, beginning July 1 and ending June 30 of the following year. Any timeline established by the Tech PA to complete the nominations and election process must adhere to this timeframe. Nominations shall be offered by the Nominating Committee and taken from the floor at the General Meeting of the Tech PA beginning in April of each year. Elections shall be held at the General Meeting of the Tech PA in May. The Principal shall be kept apprised of the timing of the elections. 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 1. Candidates need not be present on election day.

School Leadership Team Elections:

Parent representation on the School Leadership Team (SLT) is vital to ensure that parents are included in the development of the School's Comprehensive Educational Plan (CEP) and that the needs and priorities of the school are reflected in the goals of the PA. The parent members of the PA must elect the parent representatives to the SLT (See Chancellor's Regulation A-655). SLT elections may take place during the same meeting as officer elections. The election of SLT parent members must take place after the election of PA mandatory officers. SLT elections may follow the procedure for expedited elections.

Fall Elections: The positions subject to fall election are the five Freshman Parents at Large. Nominations shall be taken from the floor at the General Membership Meeting in September. Elections shall be held at the General Membership Meeting in October. The Freshman Parents at Large shall serve a term beginning with their election and concluding on June 30 of the same school year. Candidates need not be present on election day.

Nominating Committee: A Nominating Committee shall be established no later than the April General Membership meeting. The Nominating Committee shall consist of three to five members of the Tech PA. A majority of the committee members must come from the General Membership. The remaining committee members shall be selected by the President or Co-Presidents, subject to the approval of the Executive Board. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed at Brooklyn Technical High School shall be eligible to serve on the Nominating Committee. No person who is running for office may serve as 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 wherever possible. The Nominating Committee will also be responsible for conducting the election.

Duties of Nominating Committee: The duties of the Nominating Committee include the following:

- canvassing the membership for eligible candidates, including via e-mail blasts, the Tech PA website and Tech PA social media;
- 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 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.

If a Nominating Committee cannot be formed, the Tech PA must proceed with an expedited election – a single meeting where all nominations are taken from the

floor for all offices immediately prior to the election. This meeting shall be conducted and completed by the last day of school.

Notices: The meeting notice and agenda for the spring 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.

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 contain instructions in the languages spoken by parents other than English.
- Each candidate shall be permitted approximately one to two minutes, in the discretion of the President/Co-Presidents, to address the PA General Membership during the election meeting. All candidates for a given position must be permitted the same amount of time to address the PA General Membership. If a candidate is not present, another member may read the candidate's statement.
- 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 at least three observers from the general membership.
- Ballots must not be removed from the school. The Tech PA 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.
- Run-off elections

When two or more candidates are tied for the highest number of votes, a runoff election must be conducted among those candidates only. Whenever possible, run-off elections should be held at the same meeting.

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.

Officer Vacancies:

All officer vacancies must be filled by succession of the next highest-ranking officer. In the case of the resignation or removal of a Co-President, the remaining Co-President shall be President through the remainder of the school year. A vacancy in the position of President shall be filled by the next highest-ranking officer. The succession order shall be: (1) Senior Vice President, (2) Junior Vice President, and (3) Sophomore Vice Presidents. 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 Tech PA records.

When an officer vacancy is created by resignation or removal, the PA executive board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession or expedited election. The PA executive board may request guidance from the appropriate Presidents' Council or appropriate superintendent. PA officers may choose to retain their positions 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.

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 elections. 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.

Election Grievances

Individuals who believe an election was conducted improperly may submit an election grievance to the superintendent's office, with a copy to FACE sent to ElectionGrievances@schools.nyc.gov, and the appropriate Presidents' Council. Because it is important for the functioning of PAs 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.

Election grievances must be submitted and will be responded to in writing, in a timely manner as defined in these bylaws. Grievances will be sustained only if there is a specific and material violation of either A-660 or these bylaws.

1. Filing an election grievance. All election grievances:

- Must be submitted in writing and must state the name of the complainant(s) and include a telephone number or email address where they may be contacted. Anonymous complaints and in-person or telephone complaints will not be accepted.
- Must be submitted no later than 5 days after the election meeting or announcement of results if later.
- Must allege a specific, material violation of this regulation or of the PA/PTA's bylaws.

2. Election grievance decision. No later than 10 days after receiving the

grievance, the superintendent will issue either a written decision or a notification that the grievance has been referred to FACE.

- The superintendent may request assistance from the appropriate Presidents' Council in investigating the election or rendering a decision.
 - If the election grievance is referred to FACE, a written decision will be rendered no later than 10 days after the referral. The decision of FACE is final and binding.
3. Appeal of election grievance decisions. Decisions of the superintendent may be appealed to FACE. Appeals must be submitted in writing no later than five days after the decision.
- FACE will, within 5 days of receiving the appeal, issue a letter affirming, reversing, or modifying the superintendent's decision. Grounds for reversal/modification are limited to:
 - A mistaken interpretation of A-660 or of these bylaws.
 - Failure to follow the grievance procedures outlined in this regulation.
 - New information becoming available that was not available at the time the superintendent rendered his/her decision.
 - The decision of FACE is final and binding. All decisions will be made available to the public upon request. When appropriate, personally identifiable information will be deleted from issued decisions

Section 5 June Transfer of Records

All Tech PA Records must be maintained for six 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 Borough High Schools Presidents' Council Brooklyn (BHSPCB) during this process.

Section 6 Disciplinary Action

Any officer who fails to attend three 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 consideration by the General Membership of the Tech PA.

Tech PA officers when in repeated violation of Chancellor's Regulation A-660 and these bylaws may also be removed for unsatisfactory performance through the process outlined below:

- At any General Membership meeting, a Tech PA member may make a motion to begin the process of removing an Executive Board member for clearly described unsatisfactory performance. The Tech PA member making the motion shall specify the activities taken by the Board member to warrant removal, with reference to the Chancellor's Regulations and/or these bylaws.
- 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 shall gather relevant information in accordance with Chancellor's Regulation A-660 and these bylaws. The Executive Board member under investigation may present to the Review Committee facts in the form of witness testimony, affidavits, and/or documentary evidence. The Review Committee must present its findings in writing to the General Membership of the PA within 30 calendar days of the date the motion was presented. The notice and agenda of the Tech PA for that session 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 Tech PA. The Executive Board may also include chairpersons of standing committees. Chairpersons who are not elected members of the Tech PA may participate in the business of Executive Board committee meetings but may not vote. Officers shall be expected to attend all Executive Board meetings.

Section 2 Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, typically on the second Thursday night at 5:00, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on another day that week, or during the previous or next week. If the Tech PA conducts a parent event over a weekend, an Executive Board meeting of the Tech PA may be convened in conjunction with that event in place of the regular Thursday meeting.

Section 3 Voting

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

Section 4 Quorum

Seven members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

Regularly scheduled meetings of the General Membership of the Tech PA shall be held monthly, September through June, typically on the second Thursday night at 6:30, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on another day that week, or during the previous or next week. If the Tech PA conducts a parent event over a weekend, a general meeting of the Tech PA may be convened in conjunction with that event in place of the regular Thursday meeting. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting. Written notice is satisfied by e-mail communication and/or by posting on the Tech PA website.

All required meetings, including General Membership, Executive Board, and Committee meetings must be held at Brooklyn Technical High School. In the event an exigent matter requires a vote of the Executive Board, an interim Executive Board meeting may be conducted by conference call or similar communications technology, with 24-hour notice to Board members via e-mail.

All eligible members may attend and participate in General Membership meetings.

Non-members may speak or otherwise participate only if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the Tech PA shall be determined by the Executive Board in accordance with these bylaws.

Section 3 Quorum

A quorum of at least 15 Tech PA members, including a minimum of 7 Executive Board members and eight General Membership parents, shall be required in order to conduct official Tech PA business.

Section 4 Minutes

Proposed minutes of the previous General Membership meeting shall be distributed by the Recording Secretary at the next General Membership meeting. The proposed minutes shall also be available on paper and presented for approval at the subsequent General Membership meeting. Such proposed

minutes shall be amended as necessary and voted on by the General Membership. Minutes need not be taken at committee and executive board meetings, but each committee chair must provide regular updates at general membership meetings.

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/Co-Presidents may call a special membership meeting with a minimum of 48 hours' notice to parents stating precisely what the topic of the meeting will be. Notice is satisfied by e-mail communication and/or by posting on the Tech PA website.

Upon receipt of a written request from 25 Tech PA members, the President/Co-Presidents must call a special membership meeting within 5 school days of the request and provide 48 hours' notice to parents.

Section 6 Parliamentary Authority

The rules in these bylaws shall apply at all meetings. To the extent that a matter is not addressed herein, *Robert's Rules of Order – Newly Revised* will be deemed to apply, but only to the extent that it is not inconsistent with Department of Education laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees

The President/Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. All committee chairpersons may attend Executive Board meetings, but only chairpersons who are also elected members of the Executive Board may vote on Executive Board issues. The standing committees of the Tech PA shall include Fundraising, Communications, Nominating, Budget, and Audit. Additional ad-hoc committees may be established by Executive Board approval.

Communications: The Vice President or Co-Vice Presidents of Communications shall be the chair or co-chairs of the Communications Committee and shall be a member or members of the Executive Board. The Communications Committee shall be responsible for disseminating critical information to parents and encouraging parent engagement. The chairperson or co-chairs of the Communications Committee shall make every effort to coordinate communication and outreach with the Assistant Principal for Parent and Student Engagement. The Communications Committee shall maintain the Tech PA website and its social media tools. The Communications Committee shall send a regular newsletter to all Tech PA members. The newsletter may contain a list of Executive Board members, upcoming Tech PA meeting dates, noteworthy student and

parent events, new school policies, budget matters, and any other material deemed appropriate by the Tech PA. These communications shall be in electronic format, circulated to the parent and guardian community by e-mail.

Fundraising: The Vice President or Co-Vice Presidents of Fundraising shall be the chair or co-chairs of the Fundraising Committee and shall be a member or members of the Executive Board. The Fundraising Committee's responsibilities shall include but are not limited to planning and managing fundraising activities and events throughout the school year, including coordinating the annual online auction, if any, applying for grants, and any other activities to raise funds for the PA. The Fundraising Committee chair shall lead the Annual Appeal.

Diversity and Community Engagement. The Vice President or Co-Vice Presidents of Diversity and Community Engagement shall be the chair or co-chairs of the Diversity and Community Engagement Committee and shall be a member or members of the Executive Board. The Diversity and Community Engagement Committee has been established to reach out to and engage the diverse parent population at Brooklyn Technical High School. The PA is committed to hearing the voice of every parent/caregiver, as that is key to the success of the Parent Association's mission to engage parents and foster parent participation. We will build empathy, resilience and community by exploring, understanding and valuing our differences. Will be responsible for planning events and programs to promote a just, diverse, and inclusive community. The programs will include (but not be limited to): language interpretation services, discussions with faculty, administrators, alumni and students, the exploration of noteworthy art, books and film, community building activities and encouraging parents to run for leadership positions.

Budget: The Budget Committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Audit: The Audit Committee shall conduct an internal audit of all financial affairs of the organization. The Treasurer shall make all books and records available to the Audit Committee. The Audit Committee shall review the books and records of the Tech PA and prepare a written report to be presented to the membership at the May General Membership meeting. See Article VIII, Section 4.

Nominating: See Article IV, Section 4.

Article VIII - Financial Affairs

Section 1 Fiscal Year

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

Section 2 Signatories

The President/Co-Presidents, Treasurer, and Assistant Treasurer shall be authorized to sign checks. All checks require at least two approvals by such officers. Those approving and signing 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 or approve the same Tech PA check. A Tech PA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

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, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.
- The incoming Executive Board must review the proposed budget in September for presentation and discussion during the September General Membership meeting. Budget amendments may be proposed and voted on at this time.
- The counting and handling of any cash, checks, or money orders received by the Tech PA, must be completed by at least two Tech PA members. These Tech PA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Tech PA's financial records must display the total amount of funds and the signatures of the Tech PA 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 Tech PA bank account by authorized Executive Board members within one business day of receipt, but in any event, no longer than three business days. If the deposit will not be made within one 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 Tech PA 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, Tech PA minutes)

related to the financial transactions, etc.). Documentation may be stored at the school electronically.

The budget may be amended by vote of the General Membership at any membership meeting.

All expenditures not included in the budget at the time of its adoption must be approved by majority vote of the General Membership, and the budget will be amended accordingly.

The Executive Board is authorized to make emergency expenditures not included in the budget up to but not to exceed \$1,500 with a two-thirds approval of the Executive Board. These expenditures shall be reported to the General Membership at the next Tech PA meeting. The minutes of the meeting must reflect a majority vote taken by the Tech PA to accept this action.

Section 4 Audit

It is recommended, but not required, that an internal audit be conducted once every year, preferably before submitting the PA Annual Financial Report. However, failure to conduct an internal audit is not a reason to delay the filing of the Annual Financial Report. An internal audit should also be conducted whenever there is a change in the person holding the office of treasurer.

The President/Co-Presidents shall request volunteers to form an Audit Committee of three to five persons. The volunteers must be qualified by education and/or experience to conduct an audit. Executive Board members who are not eligible signatories on Tech PA checks may serve on the Audit Committee. The majority of the committee members shall be comprised of parents from the General Membership.

The Audit Committee shall conduct an audit of all financial affairs of the Tech PA with the help of the Treasurer who shall make all books and records available to them.

Additional duties of the Audit Committee may include examining all relevant financial statements and records of disbursements, verifying all Tech PA equipment and ensuring compliance with bylaw provisions for the transaction of funds.

Per A-660, it is recommended that PAs with more than \$50,000 in net annual income hire a CPA or a person with professional expertise in accounting, business, or a related field to conduct their internal audit. The individual selected should be knowledgeable of the laws, policies, rules and regulations applicable to PAs. This individual must not be a member of the PA or relative of any PA member, or have any direct or indirect interest in the funds.

Upon completion of their review and investigation, the Audit Committee shall prepare a written audit report to be presented to the membership at the May

General Membership meeting. This report shall also be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

The Treasurer shall prepare the Interim PA Financial Report by January 31 and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by the General Membership. Copies of these reports shall be provided to the Principal.

The Treasurer shall be responsible for all funds of the Tech 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 fundraiser proceeds from students. The Treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Tech PA including checkbooks, ledgers, cancelled checks, invoices, and receipts shall be maintained and secured on school premises.

Article IX – Press Releases and Public Statements

Section 1 Press Releases

The President/Co-Presidents may issue press releases on matters of policy affecting Brooklyn Technical High School and/or Brooklyn Tech students and families, on behalf of the parent body. The President/Co-Presidents shall advise and confer with members of the Executive Board prior to issuing a press release.

Section 2 Public Statements

The President/Co-Presidents may make public statements on matters of policy affecting Brooklyn Technical High School and/or Brooklyn Tech students and families, on behalf of the parent body.

Section 3 Nonpartisan

Under no circumstances may the members of the Tech PA Executive Board advocate for or against a partisan candidate in their official capacity as Tech PA board members. Nothing in this section prohibits an Executive Board member from involvement in partisan politics in his/her personal capacity, provided that the board member does not invoke his/her position in the Tech PA or otherwise imply endorsement by the Tech PA.

Article X – Amendments and Regular Review of Bylaws

Section 1 These bylaws may be amended by a majority vote at any regular meeting of the Tech PA. 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.

Section 2 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 this 12th day of March, 2019.

Signed By:

Laura Hamilton, Co-President

Cindy Kue, Co-President

James Strauss, Recording Secretary

Filed with the Principal on _____
(Month) (Day) (Year)