

**HUDSON CLIFFS SCHOOL
P.S./I.S. 187
PARENT ASSOCIATION BY-LAWS**

ARTICLE 1- NAME

This organization shall be known as the Hudson Cliffs School Parent Association, P.S./I.S. 187. The organization is a local unit of the United Parents' Association and is housed at 349 Cabrini Blvd., New York, N.Y. 10040.

ARTICLE II-OBJECTIVES

The objectives of the Hudson Cliffs School Parent Association foster the notion that strong schools are the product of partnerships between school administrators, teachers and parents.

- A. To support an interactive relationship between parents and staff.
- B. To promote an effective learning environment for students.
- C. To provide opportunity and training for parents, to participate in school governance and educational decision-making. By working together, we can ensure that the Hudson Cliffs School continues to enjoy its reputation as one of the finest academic institutions in New York City.

The Hudson Cliffs Parent Association works with teachers and administrators to facilitate access to cultural events and institutions, to foster enrichment programs, and to provide Hudson Cliffs children with cutting-edge technology. Parent Association funding has helped to support school trips and cultural programs, and has helped purchase academic materials. These activities and purchases strengthen and enrich the Hudson Cliffs curriculum.

ARTICLE III-MEMBERSHIP

Membership shall be limited to the parents or guardians of children attending P.S./I.S. 187.

ARTICLE IV-MEETINGS

Section 1. General Meetings

Regular meetings of the general membership shall be on the fourth Thursday of each month from September to June inclusive, unless otherwise directed by the Executive Board. At least half of the meetings shall be held in the evenings. A Quorum, the majority of the elected officers plus at least 10 additional members, shall be required for the conduct of official business.

Section 2. Executive Board Meetings

Regular meetings of the Executive Board shall be held on the first Monday of each month from September to June inclusive, unless otherwise directed by the Executive Board. A majority of the members of the Executive Board shall constitute a quorum.

The President of the Parent Association may call special meetings of the Executive Board and must call a special meeting upon written request of at least five members of the Board.

ARTICLE V-ADMINISTRATION

Section 1. Officers

The Officers of this group shall consist of the President or Two Co-Presidents, Vice President(s), Treasurer, Recording Secretary, Communications Secretary or two Co-Secretaries and C.E.C. Delegate(s). Officer positions must be in good standing within the school community.

Section 2. Executive Board

The Executive Board shall be composed of all officers of the Parent Association, chair people of current standing committees and the C.E.C. Executive Delegate, and appropriate alternate C.E.C. Delegate(s) elected by the general body. At no time shall the number exceed thirty-three in all, plus appropriate C.E.C. Alternate Delegates.

ARTICLE VI-DUTIES OF OFFICERS & C.E.C. EXECUTIVE DELEGATE

Section 1. President

The President shall preside at all general meetings and Executive Board meetings, and be a member ex-officio of all committees. She/he shall perform all the duties that are generally ascribed to a Chief Executive Officer. By virtue of his/her office, he/she is a delegate to the District 6 Parents' Association.

The President shall also appoint any additional members to special committees subject to the approval of the Executive Board. She/He may vote only in case of a tie. The President or Vice President(s) countersigns all checks issued by the Treasurer.

The President shall not serve more than two (2) consecutive years in this office.

In lieu of a single President, a team of two-Co-Presidents shall resume the duties of President and in lieu of a single Communications Secretary, a team of two Co-Secretaries shall resume the duties of the Communications Secretary.

The President shall automatically serve as a core member of the School Leadership Team. No other Executive Board member shall serve as a parent member representative of the School Leadership Team unless he/she is elected by the general membership.

Section 2. Vice President of the Elementary School

The Vice President shall in absence of the President, act in his/her place. At all other times, she/he shall actively assist the president, and perform such duties as may be assigned to her/him, by the President. The Vice President shall be a member ex-officio of all committees.

The Vice President shall not serve more than two (2) consecutive years in this office.

Section 3. Vice President of the Intermediate School

The Vice President shall in absence of the President, act in his/her place. At all other times, she/he shall actively assist the President, and perform such duties as may be assigned to her/him, by the President. The Vice President shall be a member ex-officio of all committees.

The Vice President shall not serve more than two (2) consecutive years in this office.

Section 4. C.E.C. Executive Delegate

The Delegate shall be in charge of the C.E.C. delegation and be responsible for C.E.C. reports to both the Executive Board and the general body. In the event of the absence of an officer from a regularly scheduled meeting, the C.E.C. Executive Delegate shall perform such duties as the absent officer would normally perform.

Section 5. Treasurer

The Treasurer shall collect and dispense funds for the Association as directed by and under the supervision of the Executive Board. An accurate account shall be kept of receipts and disbursements. The Treasurer shall prepare and submit an annual written report of the financial status of the Association at the meeting held in June and September of each year, and at such other times as directed. Reports shall cover the fiscal period from September 1 to August 13. The annual report submitted in September shall be audited and signed by no less than three members designated by the Executive Board, or audited by a C.P.A.

The Treasurer shall make the payments as follows:

- (A) Upon receipt of a bill, memo voucher, duly countersigned by the Chairman of a committee, or his/her chairperson.
- (B) Such other payments as may be directed by the Executive Board.

Budget money for special events such as welcome teas, graduations, teacher recognition, etc. shall be allocated before the event for buying necessities. All receipts shall be rendered.

It shall be the duty of the Treasurer to determine and allocate payments within the budget items, and shall not pay any sum which exceeds the amounts allocated by the budget for that purpose without the authorization of the Executive Board.

As per the A-660, the use of a ledger-type checkbook is required as well as maintenance of an EIN number for the Parent Association.

The Treasurer shall surrender all books and other property of this Association in his/her possession to the audit committee at the expiration of his/her term.

Financial Accounting:

The Association shall provide an updated financial report to the General Membership every other month. In addition, the Association shall prepare an interim financial accounting by January 31st and an annual financial accounting of all income and expenditures by June 30th. A copy of the accounting or summary thereof, must be filed in the Principal's office and distributed to all parents in the Association's newsletter or in a flyer.

Section 6. Recording Secretary

The Recording Secretary shall keep a record book form of the various minutes of the general, special, and executive meetings of the group. She/He shall keep a record of all names and addresses of members and send out announcements and attend to the general correspondence of the Association.

Minutes: Minutes of a previous general or special membership meeting must be available in written form and approved at the next general meeting and available upon request to members.

Section 7. Communications Secretary

The Communications Secretary shall produce flyers, notices, e-mails and telephone calls to parents/students/staff as directed by the Executive Board. All communications from the Association shall be approved by the Executive Board prior to distribution. A detailed agenda shall be posted on the web site and to the E-Group before the general meetings, including what, if anything, will be voted on at the meeting and who can be contacted for more information.

The Communications Secretary shall not serve more than two (2) consecutive years in this office.

Section 8. Executive Board

The Executive Board shall prepare a budget, set-up the agenda for meetings of the general body and shall decide what issues are within the scope of the Association and determine the methods to be used in presenting them.

The Executive Board is responsible for implementing the decisions of the general membership. It may not make final decisions regarding policy, positions, or issues, income, and other matters with the exception of those specifically defined in the Association's by-laws.

Meetings of the Executive Board must be open to all PA members to view. The Executive Board shall be comprised of the elected officers of the Association, Chairpersons of the standing committees and delegates (C.E.C.). The Executive Board shall plan and execute the tasks necessary to implement the program and policies adopted by the general membership. The Board shall recommend to the membership eligible members to fill vacant positions. The Board shall be required to attend all Executive Board meetings and shall be subject to removal, unless a good and valid excuse is rendered in writing. Only officers of the board can vote at Executive Board meetings.

The Executive Board shall have the power to act on behalf of the general body. Such action is to be reported at the next meeting.

At the option of the Executive Board, it may conduct its business at meetings of the general body.

The Board will meet on the first Monday of every month from September through June at 7:00 p.m., unless such date falls on a legal or religious holiday, in which case the meeting shall be held the following Monday. A schedule of Executive Board meetings must be prepared by the Board and distributed at the first general membership meeting of the school year. The President may call a special meeting of the Executive Board with a twenty-four (24) hour telephone notice to Executive Board members and written notice to the general membership. In addition, upon the written request of at least three Executive Board members, the president must call a special meeting within five (5) days after receipt of the request and with notice as specified.

Disciplinary Actions:

- Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause following written notice from the Executive Board shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present.
- Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after:
 - a) A motion is presented by a PA member during any meeting of the PA assembly to appoint a review committee. The motion must be approved by a vote of the general membership present.
 - b) The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
 - c) The review committee must investigate, obtain and examine all relevant documents, in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee.
 - d) The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the day of the establishment of the review committee. The meeting notice and agenda must cite that a vote will be taken regarding disciplinary action against an Executive Board member. The general membership present shall then vote to remove or absolve the officer(s).

Vacancies:

- A vacancy occurring in the office of the President shall be filled by the first Vice President (or by two Vice-Presidents as Co-Presidents).
- A vacancy occurring in any other position shall be filled by a special elections process.
- Officers, who wish to resign their positions once an election has been certified, must do so in writing to the Secretary, and at that time shall turn over all records to the Secretary.
- In the event of the resignation of the Secretary, he/she must resign and transfer records to the President.

Section 9. Duties of Delegates (and alternates) to the C.E.C.

The general body shall elect delegates to the C.E.C. at large. Delegates to the C.E.C. shall attend the monthly meetings of the Delegate Assembly as representative of P.S./I.S. 187, and shall report back monthly to the Association. The position of the Delegates who fail to attend more than two consecutive meetings without adequate cause shall be declared vacant. Alternates shall attend meetings of the Delegate assembly if the Delegate is unable to do so. One delegate for each one hundred members or major fraction thereof as April 1st shall be elected at the annual election meeting in May. On all matters of major policy, the Delegate will receive instructions from the Executive Board or general membership.

ARTICLE VII-ELECTIONS AND APPOINTMENTS

Section 1. Nominations

A slate consisting of nominations for all officers described in Article V plus the C.E.C. Executive Delegate shall be prepared by a nominating committee of three to five (3-5) members, elected at the February meeting by the Executive Board. Additional nominations may be presented from the floor of the meeting by the Executive Board. Additional nominations may be presented from the floor of the meeting held in April and together with the slate be included in the ballot. The nominating committee is permitted to present the names of one or more candidate for each office, and shall furnish the qualifications of all candidates for the office.

Section 2. Elections and Use of Ballots

Elections shall be held in late May or early June and shall be scheduled in accordance with the dates specified in the A660. The PA must notify the Principal of the time and date of the election two weeks prior to the second Wednesday in May. Voting shall be by closed ballot and the candidate having the most votes shall be deemed elected for a term of one-full year, without pay. The Nominating Committee shall be responsible for conducting the election. Voting shall be done in written ballot in accordance with the Chancellor's Regulation, A-660.

Voting Rights: For the purpose of voting, each parent member of the Hudson Cliffs P.S./I.S. 187 PA shall be entitled to one vote.

Term of Office: The term of office shall be from July 1st through June 30th. No officer shall be eligible to serve the same office for more than two (2) consecutive terms, unless after a canvass of the membership, no person is eligible and willing to serve. If elected, the incumbent may then serve a third term.

School Leadership team (SLT): No person employed in Hudson Cliffs P.S./I.S. 187 shall be eligible to serve as a parent member representative on the School Leadership Team.

Ballots:

- Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
- Ballots shall be printed with instructions in English and other languages, as appropriate and when possible.
- Ballots shall be distributed following a member's signing the verification sheet.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained for six (6) months by the chairperson of the nominating committee. If he/she will no longer be an eligible member after June 30th, the ballots shall be turned over to the incoming secretary.
- The elections shall be scheduled to encourage maximum member participation. This will require at least an evening session.

Certificate of Election:

- When the final tally of votes is completed or when a single vote is cast in an uncontested election, the chairperson of the nominating committee shall announce the results of the election to the membership and state that the results are official.
- The chairperson shall notify the Principal and President's Council in writing of the results of the election by May 31st.
- Candidates are eligible to be nominated for more than one position, he/she shall submit in writing to the nominating committee which position(s) he/she is declining. The candidate with the next highest number of votes shall serve in the declined position(s)

Section 3. Committees

The President (subject to the approval of the Executive Board) shall appoint committees for particular projects of the Association. The Chairperson of these committees shall consult and report to the Executive Board, and may come for guidance on all matters of policy regarding their activities, progress request, etc.

Nominating Committee

- A. The Nominating Committee shall consist of three to five (3-5) members to be selected by the membership at the February meeting. The majority must come from the membership. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed in Hudson Cliffs P.S./I.S. 187 shall be eligible to serve on the Nominating Committee.
- B. Members of the Nominating Committee are not eligible to run for office. An eligible member of the Nominating Committee may be considered as a candidate if he/she immediately resigns from the committee in writing.
- C. The Nominating Committee shall seek out the membership in writing, in English and other languages as appropriate, where possible, for recommendations of candidates for all positions. The Nominating Committee will also be responsible for conducting the election process. This includes the following:
 - Preparing and distributing all notices regarding this process in the applicable languages, where possible (i.e. meeting notices, agendas, reminder notices, tear-off application sheets, etc.)
 - Canvassing the membership for all eligible candidates.
 - Determining and verifying the eligibility of all interested candidates.
 - Reporting the names of the candidates to date during the April meeting.

Fundraising Committee

- A. The Fundraising Committee shall be responsible for planning and executing all fundraising activities approved by the membership. The committee shall collect all monies from such activities, record the income and turn all funds over to the Treasurer for deposit. At the next membership meeting following a fundraising activity, the committee chairperson (s) shall report all income, expenditures and profit from the activity and shall prepare a written report for distribution to the general membership pursuant to Chancellor's Regulation A-660. The Treasurer and financial secretary (if applicable), and at least one of the officers, and additional persons, as needed shall be designated and approved by the Executive Board to collect, count, tally, and record all orders and payments. The Treasurer and Financial Secretary (if applicable) shall arrange to deposit all receipts by the end of the school day when possible.
- B. Two persons shall transfer all funds to the bank and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The chairperson of the fundraising committee shall prepare a report of each fundraiser to be distributed to parents and filed in the principal's office as required.
- C. Upon approval of the membership, the Fundraising Committee shall be responsible for all arrangements, notices, committee assignments, and other operational details in preparation for the activity.

Financial Affairs:

Fundraisers must have a purpose, and must involve the Principal for planning. Fundraisers involving students must be tied to the goals of the Association with its approval. The following items are prohibited:

- Sale of Tickets to movies and theaters for children's attendance, unless the project is directly connected to the curriculum
- House to house solicitations of funds by children, except where a parent may decide to solicit funds with his/her child (children)
- Sale of raffle tickets to children, bingo, or any other form of gambling, and political contributions-i.e. School board office, political parties, sectarian groups

Ad-Hoc Committees

When an issue or situation arises that necessitates the establishment of a committee, an ad-hoc committee may be formed by the Executive Board to meet the need, and dissolved when the need no longer exists by the majority vote of the Executive Board.

The President with the approval of the Executive Board shall appoint the chairperson(s) of Ad Hoc Committees. The chairperson(s) shall not be voting members of the Executive Board.

Section 4. Budget Preparation

The Budget Committee shall consist of the Treasurer and such other persons directed by the Executive Board. The Committee shall be appointed in February, make a final report in March and if approved by the Executive Board, be published prior to the May meeting. The general body shall vote on the approval of the budget in May.

Section 5. Audit Preparation

As the need arises, the President shall request volunteers to form an audit committee of three persons. The committee should be comprised of a majority of persons from the general membership. Executive Board members, other than those who are check signatories, may serve, (Note: Ad Hoc Committee). The Audit Committee shall prepare an audit of official affairs of the organization. The Treasurer and Secretary shall make all books and records available to them. The audit committee shall prepare a written report to be presented to the membership at its May meeting or as the need arises.

Section 6. Delegates to the C.E.C.

Delegates shall be nominated and elected in the same manner as officers and members of the Executive Board.

ARTICLE VIII-STANDING COMMITTEES AND STUDY GROUPS

The chairperson of each standing committee shall select her/his committee as soon as possible after the election in May and announce it at all the meeting held in September. Standing Committees shall be formed to embrace the following titles:

- Hospitality
- Community liaison
- Environmental
- Fundraising

The duties of more than one committee may be combined or additional committees formed, as conditions require. The President shall choose chairpersons.

ARTICLE IX- DUES

Dues shall be five dollars (\$5.00) per family; which shall be requested only as a contribution. Payment of dues is not required for membership.

ARTICLE X-REMOVALS, RESIGNATION, TEMPORARY ASSIGNMENTS

Section 1. Removal From Office

Any Officer of the Association may be removed from his/her office for neglect, refusal to perform the duties thereof, or misconduct in matters prejudicial to the good and welfare of the Association. Absence from more than two consecutive meetings without adequate cause shall constitute neglect. Vote for removal from the office shall be two-thirds vote of the membership of this Association present at a regular or special meeting called for this purpose. Such actions must be proceeded by due notice thereof having been served upon her/him at least thirty (30) days prior to any such action being taken. Further, he/she shall be given opportunity of being heard in his/her own defense on such charges, the hearing to be held before the Executive Board.

Section 2. Resignations

In the event of a resignation from office for good and proper reasons of any officer, an election for the office vacated shall be made by the general body. This election for the un-expired term shall be held as soon as possible after said resignation or removal. The Executive Board may appoint an interim Executive Board member to hold such office until the election. The Executive Board shall fill vacancies on the Executive Board for the unexpired term of office.

Section 3. Temporary Appointments

In the event of a temporary illness or incapacity of any officer, the Executive Board may delegate his/her duties to another member as interim substitute.

ARTICLE XI- ORDER OF BUSINESS

Except when changed by the Executive Board:

1. Call to Order
2. Reading of Minutes
3. President's Report
4. Vice President (s) Report
5. Treasurers Report
6. Reports- by C.E.C. Delegate
7. Reports by Committees
8. Unfinished business
9. New business
10. Fixed time of adjournment

ARTICLE XII- PARLIAMENTARY AUTHORITY

The rules in Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the by-laws.

ARTICLE XII- AMENDMENTS

These by-laws may be amended by a two-thirds vote of the members of the Association present at a meeting at which proposed amendments come up for action. The proposed amendments shall be sent in written form to all members and read at least once at a regular meeting preceding the one at which the vote is taken.

ARTICLE XIV- ASSETS

In the event of dissolution of this Association, the assets revert to the school, if existing, otherwise to the Board of Education for the general good of public education.

ARTICLE XV- PARENT COORDINATORS

Parent Coordinators can be a member of the PA/PTA, but may not serve on the Nominating Committee, as officers, or as Executive Board members.

ARTICLE XVI-COMMUNITY EDUCATION COUNCILS

Community Education Councils will replace the community school boards as outlined in the A-660. The process for selecting the selectors for the members of the Community Education Councils is outlined in the A-660.

ARTICLE XVII- C-30 PROCESS

The C-30 consultation process has been changed to conform to the current C-30 process.

A review of these by-laws shall be conducted every three (3) years.

These by-laws reviewed and amended June 2008.

Kirsten Cowal, Recording Secretary