



STUYVESANT HIGH SCHOOL PARENTS' ASSOCIATION

ELECTED POSITION DESCRIPTIONS, AS OUTLINED IN THE BYLAWS

Stuyvesant Parents' Association elections are held twice a year. PA Officers & non-Freshman School Leadership Team (SLT) parent delegates are elected in Spring for the upcoming academic year, July 1st through June 30. Members-at-Large and Freshman SLT parent delegates are elected in Fall, and join the PA Executive Board for the remainder of the term.

Position descriptions and duties:

President

The President will be the chief executive officer of the PA and will have the general powers and duties of supervision and management, including authorization to expend PA money within limits set by the Executive Board. The President will have the authority to negotiate and execute agreements on behalf of the PA, when so authorized by the General Membership.

The President will preside over all meetings of the PA as chair ("Chair") (except for the portion of the May General Meeting that pertains to the election of new officers). In the case of co-Presidents, one will be the designated chair of the meeting. The President is a member, ex officio, of all committees, except the Nominating Committee.

The President shall consult with the Principal, as needed, on behalf of the Executive Board and the General Membership.

The President will appoint all Committee Chairs after discussion with the Executive Board and with approval of the General Membership.

The President, with the approval of the Executive Board, will designate a Member or Members to update the PA Handbook each year as needed and to post an up- to-date copy of the Handbook on the PA website.

The President (or one Co-President) is a Delegate to the SLT. If the President or both Co-Presidents are unable to serve as Delegate to the SLT, another elected Executive Board member may be selected by the President as a replacement Delegate, subject to approval of the General Membership.

The President will be one of the two required signatures on checks. In the absence of the President, this responsibility will be delegated to the First Vice- President, and in the absence of the First Vice-President, to the Second Vice- President.

In the event there are Co-Presidents, they will equally share the authority and responsibility of the office of President. Each will have one vote on the Executive Board. In the event that Co-Presidents are unable to act in unison with respect to any PA issue, the issue will be decided by the Executive Board.



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The President may ask any elected Officer of the Executive Board to attend meetings or school functions as his/her representative. The President or his/her designee, who must be a Member of the PA, shall represent the PA on the Manhattan Borough Presidents' Council, and other similar associations.

The President (or Co-Presidents) shall endeavor to ensure that the Executive Board and the General Membership are informed of PA business in a timely manner and shall seek advice and counsel from the Executive Board and the General Membership regarding PA business.

First Vice-President

The First Vice-President will assist the President in conducting the business of the PA.

The First Vice-President will assume the duties of the President in the temporary absence of the President, or both Co-Presidents.

The First Vice-President, in the absence of the President, shall be one of the two signatories on checks.

The First Vice-President may be asked by the President to attend meetings or school functions to represent the PA.

The First Vice-President will assist the President and Second Vice-President in conducting all elections, except the May election of new officers, which is conducted by the Nominating Committee.

Second Vice-President

The Second Vice-President will assist the President and First Vice-President in conducting the business of the PA.

The Second Vice-President will assume the duties of the President in the temporary absence of the President and First Vice-President.

The Second Vice-President may be asked by the President to attend meetings or school functions to represent the PA.

The Second Vice-President, in the absence of the President and First Vice-President, shall be one of the two signatories on checks.

The Second Vice-President will also organize the efforts of the Members-at-Large, except with regard to their Review Committee responsibilities.

The Second Vice-President will serve as Parliamentarian, and must be familiar with Robert's Rules of Order Newly Revised, 12th Edition and these Bylaws. They will be the final authority at all meetings when issues of procedure arise. In the absence of the Second Vice-President from a meeting, the President will appoint a parliamentarian pro-tem for that meeting.



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The Second Vice-President will assist the President and First Vice-President in conducting all elections, except the May election of new officers, which is conducted by the Nominating Committee.

Recording Secretary

The Recording Secretary will keep an accurate and permanent record of all meetings of the PA General Membership. This will include notices, agendas, sign-in sheets and materials distributed. The Recording Secretary will also keep records of attendance at Executive Board meetings. In the absence of the Recording Secretary, the President will appoint a secretary pro-tem for that meeting.

The Recording Secretary will prepare minutes of each PA meeting in time for review and adoption at the following meeting. Adopted minutes will be maintained in the offices of the PA and will be available to Members upon request and will be posted on the PA Google Drive. For hybrid or virtual General meetings, the Recording Secretary should maintain a recording of the video and/or audio of the meeting.

The Recording Secretary shall sign and incorporate all amendments into the Bylaws and ensure that a copy of each is on file in the Principal's office. The Recording Secretary will ensure that the current Bylaws and all amendments are posted on the PA website.

The Recording Secretary shall perform any duties of a Corporate Secretary that are not otherwise assigned in these Bylaws.

The Recording Secretary will notify Executive Board Members of Executive Board meetings, personally or by proxy.

The Recording Secretary will ensure compliance with the non-financial PA record-keeping requirements of these by-laws.

Corresponding Secretary

The Corresponding Secretary is responsible for general correspondence of the PA.

The Corresponding Secretary is the primary contact person for email received by the PA, through its web site or otherwise, personally or by proxy.

The Corresponding Secretary is responsible for publishing the dates of all General Meetings, Special Meetings and Executive Board Meetings on the PA website. Dates of Executive Board Meetings will be published on the PA website no later than October of each year.

The Corresponding Secretary is responsible for issuing all notices required by these Bylaws to the Membership, personally or by proxy.

The Corresponding Secretary is responsible for the PA calendar that is published on the PA



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website, personally or by proxy.

The Corresponding Secretary is responsible for maintaining the PA contact lists and message services.

The Corresponding Secretary may serve as chair or as a member of the Communications Committee. The Corresponding Secretary will serve as an ex- officio member, if not an official member of the committee.

Treasurer

The Treasurer is responsible for all financial affairs and funds of the PA and will keep a full and accurate account of receipts and disbursement in books belonging to the PA. The Treasurer or Assistant Treasurer will deposit all money and other valuables in the name and to the credit of the PA in such depositories as may be designated by the Executive Board.

The Treasurer will adhere to and implement all financial procedures established by the PA. The Treasurer will disburse the funds of the PA as authorized by the Annual Budget adopted by the Membership, taking proper vouchers for such disbursements. All such disbursements, whether made by check, draft, electronic check or other orders for the payment of money, will be signed by two signatories, one of which will be the Treasurer, or in his/her absence, the Assistant Treasurer.

The Treasurer may serve as chair or as a member of the Appropriations Committee, Financial Operations Committee or any Budget Committee. If the Treasurer cannot serve on the committees, the Assistant Treasurer will serve in his/her place. The Treasurer will serve as an ex-officio member, if not an official member of the committees.

The Treasurer, or Assistant Treasurer, will provide an account of all transactions and of the financial condition of the PA at Regular Meetings of the Executive Board and at General Meetings of the Membership, or upon request of the President or Executive Board.

The Treasurer will prepare an Interim Financial Report on the financial status of the PA no later than January 31 of each school year, including income, surplus, expenditures and any unpaid or outstanding financial obligations of the PA. This Interim Financial Report must be filed with the Principal at his/her office no later than January 31 and must also be disseminated to the General Membership in a timely fashion or at a General Meeting.

The Treasurer will also prepare a projected or estimated Annual Financial Accounting for the entire school year and present it in the same manner as the Interim Financial Report, no later than the June General Meeting. The formats for the Interim and Annual Financial Reports must comply with the templates provided by the NYC Department of Education.

The Treasurer must present the Audited Financial Report to the General Membership within one month of its completion, but no later than the January General Meeting of the immediately following fiscal year. The Treasurer will serve as principal contact with the



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independent CPA/auditor for an annual audit and will be responsible for submitting all reports required by applicable governmental rules and regulations.

While any parent is qualified to run for, and be elected, Treasurer, it is highly recommended that candidates for Treasurer have prior experience serving as Assistant Treasurer or be qualified, by education or experience, to perform accounting and financial reporting duties.

Assistant Treasurer

The Assistant Treasurer works with and under the supervision of the Treasurer.

The Assistant Treasurer may serve as chair or as a member of the Financial Operations Committee. The Assistant Treasurer will serve as an ex-officio member, if not an official member of the committee.

If the Treasurer is temporarily unavailable to perform their duties, the Assistant Treasurer will fill his/her position on an interim basis. If the Treasurer is removed from office or can no longer perform their duties, the Assistant Treasurer will become Treasurer, serving the remainder of the unexpired term of the Treasurer. The Executive Board will nominate a new Assistant Treasurer to fill the vacancy for the remainder of the unexpired term, subject to ratification by the General Membership.

The Assistant Treasurer, in the absence of the Treasurer, shall be one of the two signatories on checks, draft, electronic check or other orders for the payment of money.

The Assistant Treasurer, in the absence of the Treasurer, will provide an account of all transactions and of the financial condition of the PA at Regular Meetings of the Executive Board and at General Meetings of the Membership, or upon request of the President or Executive Board.

The Treasurer or Assistant Treasurer will deposit all money and other valuables in the name and to the credit of the PA in such depositories as may be designated by the Executive Board.

While any parent is qualified to run for, and be elected, Assistant Treasurer, it is highly recommended that candidates for Assistant Treasurer be qualified, by education or experience, to perform accounting and financial reporting duties.

School Leadership Team Delegates

School Leadership Team Delegates represent the PA on the School Leadership Team.

It is the responsibility of the School Leadership Team delegates to solicit issues and ideas from the Executive Board and the General Membership, to regularly attend SLT meetings, to represent to the SLT, as appropriate, issues and ideas raised by the Executive Board and the General Membership, and to report back to the Board and the Membership on the activities



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and progress of the School Leadership Team.

Elected SLT Members must abide by both these by-laws and the by-laws of the School Leadership Team.

Members-At-Large

Members-At-Large represent their respective class constituencies in the PA.

Members-At-Large will attend Executive Board Meetings, General Membership Meetings and other PA events to support and make connections with PA Members. However, they will not be voting members of the Executive Board.

Members-at-Large must be actively involved in at least one PA committee of their choosing and should endeavor to organize at least one event for their class constituency during their term. Additionally, Members-at-Large may be asked to assist in the performance of such PA work as may be identified by the President.

Members-at-Large will serve on any Review Committee that might be called, unless conflicted.