

STATEN ISLAND TECHNICAL HIGH SCHOOL
PARENT TEACHER ASSOCIATION
BYLAWS

ARTICLE I – NAME

This Association shall be known as **Staten Island Technical High School Parent Teacher Association** and hereafter referred to as **SI Tech HS PTA**.

All provisions of SI Tech HS PTA bylaws shall conform to Chancellor's Regulations A-660 and Department of Education guidelines.

ARTICLE II – OBJECTIVES

1. To provide support and resources to the school for the benefit and educational growth of the students. 2. To develop a cooperative working relationship between the parents and staff of our school. 3. To provide opportunities and training for parents to participate in school governance and decision-making. 4. To develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels.

ARTICLE III – MEMBERSHIP

A. Eligibility:

1. Parents of students currently attending Staten Island Technical High School are automatically members of the SI Tech HS PTA. Parents include parents by birth or adoption, stepparents, legally appointed guardians, and persons in parental relation to the student; no membership form is necessary.
2. At the beginning of each school year, SI Tech HS PTA shall inform parents of their automatic membership status and voting rights.
3. Membership shall also be open to all teachers currently employed at Staten Island Technical High School.

B. Dues/Donations:

1. The payment of dues is not a condition for membership or participation.
2. At the beginning of each school year, members shall be asked to make a voluntary contribution.

C. Voting Privileges:

1. Each member shall be entitled to one vote on all matters presented at the general membership meetings. 2. *Voting must be in person.* Voting by proxy, absentee ballot, email, or conference call is strictly prohibited. 3. Each teacher currently employed at Staten Island Technical High School, shall also be entitled to one vote. 4. PTA members employed by Staten Island Technical High School are prohibited from serving as SI Tech HS PTA officers, as parent members on committees, or from voting at the SLT Elections to choose Parent Representatives.

D. Conflict of Interest:

1. SI Tech HS PTA officers must not have a direct or indirect interest in any business transaction, any financial interest, or any business dealing with Staten Island Technical High School.
2. PTA officers cannot work for an organization, directly or indirectly, at Staten Island Technical High School. 3. PTA officers who own a business cannot, directly or indirectly, do business with Staten Island Technical High School during the school day, or with an after-school, holiday, or summer program at the school. 4. PTA members who have a conflict of interest, as defined above, may not run for an officer position unless and until they obtain a waiver from the DOE Ethics Officer, as per CR A-660.
5. PTA members who have an interest in any business transactions, any financial interest, or any business dealings with Staten Island Technical High School, must refrain from participation in any decision relating to

1

that matter. Such interest must be disclosed to the membership and placed in the minutes of the meeting at

which the disclosure was made.

ARTICLE IV – OFFICERS

The officers of SI Tech HS PTA are elected by the Association's members. The officers of the Association shall be:

- President or Co-Presidents (*mandatory*)
- First Vice President or Co-First Vice Presidents (*optional*)
- Second Vice President or Co-Second Vice Presidents (*optional*)
- Recording Secretary (*mandatory*)
- Corresponding Secretary (*optional*)
- Treasurer (*mandatory*)
- Financial Secretary (*optional*)

ARTICLE V – DUTIES OF ELECTED OFFICERS

A. Duties of President or Co-Presidents:

1. Preside over all meetings of SI Tech HS PTA, including Executive Board, Committee, and General Membership meetings.
2. Determine the Standing Committees based on the needs of the Association.
3. Appoint, after consultation with the Executive Board officers, the Parliamentarian and all Special Committees Chairpersons.
4. Shall have the power to remove any appointed Chairperson, or request the resignation of a Committee member who doesn't fulfill the obligations of said Committee.
5. Serve as a mandatory member of the School Leadership Team (SLT), School Safety Committee, and serve as 'ex-officio' member on all committees, except the Nominating Committee.
6. Serve as delegate to the SI Federation of PTAs, Presidents' Council, and the Community Education Council, or appoint a designee.
7. Meet regularly with the Executive Board officers to plan for the Association's business, functions, and the General Membership meetings' agendas.
8. Provide leadership and delegate responsibilities to other SI Tech HS PTA officers.
9. Shall be one of the mandatory signatories on the Association's checks.
10. Present, for the General Membership's approval, an accountant or Audit Committee to review the Association's financial records every school year.
11. Submit an annual report at the May General Membership meeting.
12. Read and be familiar with these bylaws and with Chancellor's Regulations A-660.
13. Assist in the June transfer of records to the incoming Executive Board.
14. In the event that SI Tech HS PTA elects Co-Presidents, the remaining Executive Board officers shall decide which of them will serve as representative on the SI Federation of PTAs and Presidents' Council; and which will be the mandatory member on the SLT as well as preside over the PTA's General Membership meetings.

B. Duties of First Vice President or Co-First Vice Presidents:

1. Assist the President or Co-Presidents in their duties as needed.
2. Preside over Executive Board, Committee, or General Membership meetings in the absence of the President or Co-Presidents.
3. Assume the office of the Presidency in the event of a vacancy in that office.
4. Submit an annual report at the May General Membership meeting.
5. Shall read and be familiar with these bylaws and with Chancellor's Regulations A-660.

C. Duties of Second Vice President or Co-Second Vice Presidents:

1. Preside over Executive Board, Committee, or General Membership meetings in the absence of the President, or

2. Assume the office of the Presidency in the event of a vacancy and the First Vice President or Co-First Vice President does not assume that office.
3. Take over as Treasurer if there is an opening in that position and the Financial Secretary is not available to take over that role.
4. Submit an annual report at the May General Membership Meeting.
5. Shall read and be familiar with these bylaws and with Chancellor's Regulations A-660.

D. Duties of Recording Secretary:

1. Record and report the minutes of all General Membership, Committee, and Executive Board meetings and Special meetings. Make copies available upon request.
2. Preside over Executive Board, Committee, or General Membership meetings in the absence of the President or Co-Presidents and both Vice Presidents or both Co-Vice Presidents.
3. Serve as custodian of all records and reports of the Association, not including current financial books. 4. Have in possession at all meetings a copy of these bylaws and Robert's Rules of Order. 5. Submit an annual report at the May General Membership Meeting.
6. Shall read and be familiar with these bylaws and with Chancellor's Regulations A-660.

E. Duties of Corresponding Secretary:

1. Distribute, with approval of the President or Co-Presidents, all correspondence in the name of the Association.
2. Notify Principal and Executive Board officers of all meetings.
3. Maintain incoming, outgoing, and corresponding files and report on all correspondence to the membership. 4. Maintain a complete list of the Executive Board officers and their contact information. 5. Record and report minutes in the absence of the Recording Secretary, and assume the role of the Recording Secretary if that position becomes vacant.
6. Submit an annual report at the May General Membership meeting.
7. Shall read and be familiar with these bylaws and with Chancellor's Regulations A-660.

F. Duties of Treasurer:

1. The Treasurer shall receive, disburse, and keep an accurate record of all the finances of the Association. QuickBooks or other electronic record keeping including printing of checks is acceptable.
2. Present a report of the balance on hand, any income and expenditures at each Executive Board & Committee meeting, General Membership meeting, and in the monthly newsletter.
3. Deposit all the monies of the Association in the name of the SI Tech HS PTA in a Staten Island bank. The General Membership must approve any change in the account.
4. Shall verify that all disbursements be provided for on the budget or approved by vote of the General Membership in accordance with CR-A660.
5. Every check drawn on this account must contain two signatures. The Treasurer must be one of the signatories on all checks, unless the check is payable to the Treasurer or he/she is unavailable. The second signatory shall be the President or designated Co-President, In all, there shall be three (3) signatories on the PTA bank account, the third shall be any other officer to be agreed on by consensus of the officers and two (2) signatures required on every check.
6. Review prior year's budget and prepare, with the officers, an estimated operating budget for the next school year. Copies of the proposed budget are to be made available to the general membership for discussion and voting at the May Executive Board, Committee, and General Membership meetings.
7. Prepare a fundraiser report for each fundraiser held by the Association in accordance with CR A-660, showing the total amount of money raised, expenses, and net proceeds.
8. Prepare the Interim Financial Report by January 31st and Annual Financial Report by June 30th. Copies of these reports shall also be submitted to the Principal.
9. Submit all books in July for review by an approved CPA, or to an internal Audit Committee. Officers who are signatories on the PTA bank account cannot serve on the Audit Committee, but the Treasurer shall provide assistance to the Committee's members when asked to. All records shall be transferred to the new Treasurer after the review is completed.

10. Treasurer, in consultation with Executive Board officers, should review and revise budget if necessary and present it at September's General Membership meeting for approval by the membership.
11. Be familiar with 501(c)(3) regulations and assure that the organization's taxes are filed by November 15th of each year.
12. Shall read and be familiar with these bylaws and with Chancellor's Regulations A-660.

G. Duties of Financial Secretary:

1. Assist the Treasurer in maintaining the financial records of the Association.
2. Assist in the collection and counting of monies.
3. In case of a vacancy in the Treasurer position, the Financial Secretary shall be selected to assume that position.
4. The election of this position will take place in October during an expedited election to ensure that incoming parents will have the opportunity to serve. Parents from all grades may also be nominated. If a vacancy in the Financial Secretary position occurs during the school year, the Executive Board may opt to leave the position vacant until the following election cycle.

H. Removal of Officers:

1. Any officer who fails to attend three (3) consecutive Executive Board or General Membership meetings shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall first be given the opportunity to submit in writing an explanation showing good cause to explain his/her absence for the Board's consideration.
2. PTA officers may also be removed for unsatisfactory performance by following the procedure outlined below:
 - At any General Membership meeting, a PTA member may make a motion to begin the process of removing an Executive Board officer for unsatisfactory performance. If the motion is approved by two thirds of the assembled members, the PTA must select a review committee by majority vote. Executive Board officer against whom charges are being contemplated may not serve on the review committee.
 - The review committee will gather relevant information and present its finding 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 school days of the date the motion was presented. The PTA notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an Executive Board officer.
 - The result of the final vote must be submitted in writing to the Principal and to the Division of Family and Community Engagement (FACE).

ARTICLE VI – ELECTION PROCESS

A. Elections of Officers:

1. Elections shall be conducted in a free and fair manner, providing an opportunity for the full participation of all members. No undue pressure or coercion shall be exercised by anyone, and school officials are prohibited from any interference with the PTA election process.
2. The Association must elect the three mandatory officers – President or Co-Presidents, Treasurer, and Recording Secretary – to be a functioning association.
3. In the event that no Association member is interested in running for the sole position of President, Co Presidents' positions may be taken. Co-Presidents must assume the duties of the President as outlined above, and they must run as a slate in order to serve together.
4. A single candidate for the office of President may run against a slate who are running as Co-Presidents. 5. Executive Board officers shall be elected for a one-year term, from July 1st to June 30th of the following year, with the privilege of re-election.
6. No officer shall serve in the same position for more than two (2) consecutive years, except as noted below. 7. In the event that a Willingness to Serve form cannot be obtained for one of the mandatory positions, then and only then, may an officer serve a third consecutive term.
8. The only requirement to run for office is to be a parent, as described in Article III A1, of a student currently attending SI Tech HS.

9. Employees of SI Tech HS may not serve as officers on the Executive Board. This restriction also applies to employees who have children currently attending SI Tech HS.
10. Candidates need not be present at the election meeting in order to run for office, except in the case of an expedited election where the candidate must be present to accept the nomination.
11. The Principal shall be notified of the date and time of the annual spring election by March 1st. 12. Nominations from the floor will be accepted during the March and April General Membership meetings; and can be taken from the floor at the May meeting.
13. All nominations shall be announced by the Nominating Committee during April's PTA membership meeting; and the election shall be held during May's General Membership meeting.
14. SI Tech HS PTA will cease to function if it fails to elect at least one mandatory officer before the end of the school year, fails to hold a timely expedited election to fill a vacancy in one or more mandatory offices, or fails to conduct PTA business (Executive Board or General Membership meetings) for sixty (60) consecutive days during the school year.
15. If the PTA ceases to function, the Principal must convene a meeting of parents where an expedited election will be held to re-establish the PTA. Written notice must be sent by the Principal at least ten (10) calendar days prior to the meeting, by means calculated to reach all parents. The meeting to re-establish the PTA must be held no more than fifteen (15) calendar days after the notification to FACE and the appropriate superintendent if the PTA ceased to function during the school year; and no later than September 30th if the PTA ceased to function over the summer.

B. Nominating Committee:

1. A Nominating Committee consisting of 3 to 5 members shall be established at the February General Membership meeting.
2. SI Tech HS employees are not eligible to serve on the Nominating Committee, and no person running for any open office – on the Executive Board or on the SLT – can serve as a member on the Nominating Committee.
3. Any Nominating Committee member who subsequently decides to seek an Executive Board or SLT position, must first resign from the Committee in writing.
4. The PTA President or Co-Presidents, in consultation with the officers, shall appoint one member to the Nominating Committee.
5. Once established, the Committee's members shall choose one of them to serve as its Chairperson. 6. The Nominating Committee is responsible for conducting the PTA and SLT elections; in the absence of a Nominating Committee, the Parliamentarian will conduct the elections.
7. The Nominating Committee must conduct a screening to determine candidate eligibility. 8. Willingness to Serve forms must be available to the membership by March 1st, and must be submitted to the Nominating Committee by the April General Membership meeting with no exceptions.
9. Nominations from the floor will be accepted during the March and April General Membership meetings; and can be taken from the floor at the May meeting.
10. The Nominating Committee shall announce the names of all eligible candidates to the membership during the April Membership meeting.
11. Any optional officer position not filled during the May election may be open for election at the October General Membership meeting.

C. Elections – May General Membership Meeting:

1. Elections shall be held in May to ensure there will be a PTA in place during the summer and for the school opening in the fall.
2. Written ballots are required for all contested offices.
3. Candidates must be listed on ballots in alphabetical order by surname under the title of each office. Candidates will be given 2 minutes during the meeting to speak about themselves. If they can't be at the meeting, they may send in a written statement to be read by a member of the Nominating Committee.
4. Candidates running for co-offices – in the case of Co-Presidents or Co-Vice Presidents – must be listed together and must be voted on as a team not as individuals.
5. Each member of the PTA will be eligible to cast one vote. SITHS employees are eligible to vote in the PTA elections. However, SI Tech HS employees are not eligible to vote for parent members in the SLT elections.

6. School supervisory staff – Principal, Assistant Principals, etc. – are not allowed to cast a vote in the PTA or

parent members' SLT elections.

7. No material in support of a candidate or a slate of candidates may be distributed or posted on school premises, on school's website, or social media accounts by any candidate, board member, supporter, or committee member. Candidates who violate this provision directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year.
8. Members must be physically present to cast a vote. Absentee ballots are strictly prohibited. 9. Ballots must be counted and tallied by the Nominating Committee in the presence of the general membership. Two additional PTA members attending the May Meeting shall help if needed – but no current PTA Executive Board officers or candidates running for office shall be involved in the process. 10. Determination of the winners shall be by the most votes received, then the newly elected officers shall be announced.
11. In the event of a tie, the top two (2) candidates will be given the floor to address the members in attendance and a second vote will be taken at that time.
12. The official tally of any contested elections shall be attached to the minutes of the May meeting. Ballots must be kept for 12 months, or until the determination of any grievance filed concerning the election, whichever is later.
13. If there is one (1) candidate for an office, a member must make a motion for the Recording Secretary to cast a 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 meeting's minutes.
14. The Principal or his Designee (not the Parent Coordinator) must be present at the election meeting and must sign the election certification form before the meeting is adjourned.

D. Elections Notice:

1. The PTA is responsible for ensuring that written notification of the election meeting is provided to all members.
2. Election notice must be sent at least ten (10) calendar days prior to the election meeting. 3. Whenever possible, election meeting notice shall be translated to other languages spoken by parents in the school.
4. Election meeting notice must include the following information:
 - Date, time, and location of the election.
 - List of SLT & Executive Board positions to be filled.
 - Final date to submit the Willingness to Serve forms.
 - The date the nominations are to close.
 - A statement that the only qualification for all offices is that the candidate be a parent of a student currently enrolled at SI Tech HS.
 - Term limits.
 - If nominations already closed, names of candidates in alphabetical order by surname under the office for which they are nominated.
 - In case of expedited elections, a statement that all nominations will be taken from the floor of the election meeting.
 - Date the notice was distributed to parents and means of distribution.

E. Vacancies:

1. In the event of Co-Presidents, if one Co-President resigns or is removed from office, the remaining Co President must choose whether to serve alone for the remainder of the term, or resign so that the position can be filled by succession.
2. In the event that the office of President becomes vacant, the First Vice President or Co-First Vice President shall fill the unexpired term.
3. If the First Vice President will not assume the duties of the Presidency, the Second Vice President or Co Second Vice President will then become President.

4. If the Second Vice-President or Co-Second Vice President will not assume the duties of the Presidency, the Recording Secretary shall proceed with an expedited election for the office of President. The Recording Secretary shall then be considered acting chairperson of the association until the completion of the election.
5. In the event the office of the Recording Secretary position becomes vacant, the Corresponding Secretary shall fill in the unexpired term.
6. In the event the office of Treasurer becomes vacant, the Financial Secretary shall fill the position. If there is no Financial Secretary, the Second Vice President or Co-Second Vice President shall fill in the unexpired term.
7. Any officer wishing to resign their position once elected to office must do so in writing to the Recording Secretary. The resigning officer must also turn over all relevant Association records to the Recording Secretary at that time.
8. In the event of the resignation of the Recording Secretary, he/she must transfer all records to the President.
9. Any officer elected or appointed to an unexpired term after January 1st shall not regard this notion of service as "term of service".
10. Any opening in one of the non-mandatory officer positions will be filled by an expedited election at the next PTA General Membership meeting.

F. Election Grievances:

- Any member who believes an election was conducted improperly may submit an election grievance to the appropriate superintendent's office to ElectionGrievances@schools.nyc.gov, with a copy to FACE and the Presidents' Council.
- No later than ten (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 decision of FACE is final and binding.
- 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.
- Grievances must be submitted no later than five (5) days after the election meeting, or announcement of results if later.
- Grievances must also allege a specific, material violation of Chancellor's Regulations A-660 or of the bylaws of SITHS.

ARTICLE VII – DUTIES OF EXECUTIVE BOARD

1. Attend all Executive Board and Committee meetings, General Membership and Special meetings called by the President.
2. Carry out and maintain a record of the duties of said Committee and report monthly to the Executive Board and General Membership.
3. Attend any Federation or Department of Education meetings, training sessions, and workshop pertaining to the Committee.
4. Submit an annual report at the May General Membership Meeting; one copy to be filed with the Recording Secretary and one copy to be included in the committee files.
5. In the event an Executive Board member has three (3) unexcused absences or realizes they can no longer perform the duties of their Committee, they must resign from their position or will be asked to resign from the committee.

6. **June Transfer of Records:**

- All PTA Records must be maintained for six years.
- Outgoing Executive Board officers must ensure that records are transferred to the newly elected Executive Board, including all parent contact information obtained during their term of office. Transfers must occur on school premises, and reported to 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 Presidents' Council's assistance during this process.

ARTICLE VIII – MEETINGS

A. General Membership Meetings:

1. The General Membership meeting of SI Tech HS PTA shall be held monthly from September through June, typically on the third Thursday at 7 p.m.
2. A schedule of meetings for the year will be set by the Executive Board in consultation with the principal, and given to members as early as September.
3. Practical notification of meetings will be done via Newsletter, email, and/or website posting and sent to every parent at least ten (10) calendar days prior to the meeting, except under exceptional circumstances which are understood to be an emergency and unanticipated situations for which immediate action is required.
4. The June General Membership meeting may be an Installation Function.
5. In compliance with CR A-660, all the Association's General Meetings must be held at Staten Island Technical HS. Only Special Committee meetings can be held outside the school, but never in a private residence.
6. The Association's General Membership meetings can be streamed online to reach more members. However, only members who are physically present at each meeting can vote on any Association business. In addition, the quorum of eight PTA members 2 Officers and 6 parents must be maintained, whether the meeting is being streamed online or not.

B. Annual Meeting:

1. The May General Membership meeting is to be the Annual Meeting at which all Executive Board officers and Committee Chairpersons shall submit written reports to be filed with the Recording Secretary.
2. During the May General Membership meeting, Executive Board officers and parent members on the School Leadership Team shall be elected for the following school year.

C. Executive Board and Committee Meetings:

1. Executive Board shall consist of the elected PTA officers and the Parliamentarian.
2. The Executive Committee shall consist of Chairperson(s) of the Standing Committees, and Chairperson(s) of Special Committees while they are in existence.
3. Executive Board and Committee meetings shall be held on the second Tuesday each month. A June meeting may be optional and may be added if necessary to complete all business for the school year.
4. With at least 2-day prior notification, the date of the Executive Board and/or Committee meetings may be changed by the President, with approval of the majority of the Executive Board and Committee members. The Executive Board meetings are open to all PTA members including employees serving as liaison to the PTA's Executive Board & Committee.

D. Special Meetings:

1. Special meetings of the General Membership may be called by the President, with the approval of three (3) members of the Executive Board or the written request of five (5) members providing at least 48 hours written notice has been given to the General Membership if there is business that cannot wait until the next scheduled membership meeting.

E. Quorum:

1. For the General Membership meetings, a total of eight (8) members, including six (6) parents and two (2) Executive Board members shall constitute a quorum.

2. The quorum for Executive Board Meetings shall be four (4) officers. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

F. Order of Business:

1. The order of business for the General Meetings shall be:

- Meeting call to order
- Salute to the flag (moment of silence – optional)
- Recording Secretary's Report
- Treasurer Report
- Corresponding Secretary's Report
- Vice-President's or Co-Vice Presidents' Report (first & second)
- President's or Co-Presidents' Report
- School Leadership Team Report
- Principal's Report
- Parent Coordinator's Report
- Safety & Attendance Meeting Report
- Standing Committee Reports
- Special Committee Reports
- Unfinished Business
- New Business
- Program/Guest Speaker
- Announcements
- Adjournment

At the discretion of the President or Co-Presidents, with consensus of members present, the order of business may be changed.

ARTICLE IX – FINANCIAL AFFAIRS

A. Fiscal Year:

The fiscal year of SITHS PTA shall run from July 1st to June 30th.

B. Signatories:

1. The President or designated Co-President, Treasurer, and Recording Secretary shall be authorized to sign the Association's checks.
2. All checks require at least two (2) signatures.
3. The two signatories cannot be related by blood or marriage. Under no circumstances shall spouses, siblings, in-laws, or other relatives or members of the same household sign the same Association check.
4. An Executive Board member cannot sign a check if he/she has any direct or indirect interest in the expenditure.
5. Writing checks for cash or having petty cash is strictly prohibited.

C. Budget:

1. An annual proposed budget shall be prepared by the Treasurer, Financial Secretary, and the officers and presented by the Treasurer for discussion and approval by membership at the May General Membership meeting.

2. The proposed budget must be presented for review and approval by the membership at the September or October General Membership meeting allowing new families to vote.
3. The budget can be adjusted by majority vote at any General Membership meeting.
4. All expenditures not included in the budget must be approved by majority vote of membership present at any General Membership meeting.

9

5. Expenditures \$300 or less, not included in the approved budget, may be authorized by the President or Co Presidents with approval by majority of the officers. All expenditures must be reported at the next General Membership meeting.

D. Fundraising:

1. Fundraising activities involving students during instructional hours must be limited to two (2) per school year. 2. The Treasurer, Financial Secretary, and additional persons as needed shall be designated to collect, count, tally, and record all orders and payments.
3. The Treasurer and at least one other officer shall transport funds to the bank by the end of the school day when possible. Deposit slips shall identify the source of all monies deposited.
4. All financial records of the Association must be maintained on file on school premises. Records will be made available for inspection by membership upon request.
5. As collecting agency for the SO Clubs and Teams, the PTA through the Treasurer is responsible to submit collected funds back to the school in form of Association checks for deposit to the accounts of Clubs and Teams within ten (10) days of event(s). Faculty advisors must be notified.

E. Audit:

1. An annual financial accounting of income and expenditures must be prepared by the Treasurer for PTA members at the May General Membership meeting. The interim, annual financial reports, as well as fundraising activity reports will be filed with the Principal in accordance with CR A-660.
2. Financial records must be available for inspection by members upon reasonable request and at a mutually agreeable time.
3. An outside or internal review of the Association's books will be conducted yearly.
4. An outside review or an Audit Committee can be formed to review the records.

F. Tax Exempt Filings:

An annual report, Internal Revenue Service form(s) 990, must be filed no later than November 15th.

ARTICLE X – COMMITTEES

A. Standing Committees:

The President or Co-Presidents will appoint Standing committees' chairpersons. Ad-hoc committees shall be established by Executive Board approval. The Standing committees of SI Tech HS Association are the following: 1. Hospitality: The Hospitality Committee shall supply refreshments for the PTA meetings and for all other events as called upon.

2. Holiday Fair: The Holiday Fair Committee shall organize the annual Holiday Fair, including preparing baskets and coordinating the vendors.
3. Social Media: The Social Media Committee is responsible for using social media as a means to connect and engage members, grow the membership base in event attendance, and position the platform as the "go to" resource for up to the minute information on the PTA. Further, the Social Media Committee is responsible for creating a forum where members can regularly connect and interact on social networks, ultimately raising the profile of the PTA through the use of social media to market events and thereby increase awareness, volunteerism, and attendance.

Responsibilities:

- Research and review PTA's use of social media.
- Interface with - Facebook, Twitter, Linked-In, YouTube, Google+, internal communities, etc. • Work closely with all

committees to keep abreast of upcoming PTA events, programs, drives, luncheons, and leverage social media to communicate these activities.

- Proactively engage members in the use of social media by posting regular discussion topics. •
- Identify other social media outlets to promote qualified PTA activities.

B. Ad-Hoc Committees:

1. Audit: The Audit Committee shall prepare an audit of all financial affairs of the organization. The Treasurer shall make all books and records available to them. The Audit Committee shall prepare a written report to be
10
presented to the membership during the May General Membership meeting or upon completion of their review as applicable.
2. Nominating Committee: The Nominating Committee shall prepare and conduct the annual elections for the PTA Executive Board and the School Leadership Team parent members as described in Section VI.

ARTICLE XI – SCHOOL LEADERSHIP TEAM: PARENT COMPONENT

A. Composition of Parent Components:

1. The parent component to the School Leadership Team (SLT) must comprise 50% of the team, equal parents & staff, not including students.
2. The PTA President or designee is a core member of the School Leadership Team. In the case of Co Presidents, the remaining Executive Board officers shall determine which of them will serve as the mandatory member of the SLT as well as chair the General Membership meetings, and which will serve as the Presidents' Council and High School Presidents' Council member as well as be the CEC (Community Education Council), CCHS (Citywide Council on High Schools) and CCSE (Citywide Council on Special Education) selector.
3. The remaining parent members on the SLT must be elected by the membership following the election of the PTA Executive Board officers during the May General Membership meeting.
4. The term of service will be for two consecutive years, with eligibility to run for a second term. 5. The term is staggered so that every year one half of the parent component is elected. 6. In the event an additional parent position is created due to the increase of the Leadership Team size (i.e. increase in any other constituency group to the team); then a special election must be held to fill that parent member position for the remainder of the current school term. Said parent member is eligible for two re elections.
7. If a parent member has two (2) consecutive unexcused absences or three (3) unexcused absences within one year, that member may be required to resign.
8. If a vacancy occurs (due to a parent member resignation), then a special election must be held to fill the vacancy for the remainder of that member's term of service.

B. Election of Parent Components:

1. The Nominating Committee will conduct the SLT elections for parent members.
2. The elections for SLT parent members will take place during the May General Membership meeting. 3. Willingness to Serve forms shall be distributed during March and April's General Membership Meetings; posted on the website and published in March and/or April's newsletter or at least ten (10) days prior to election.
4. PTA members running for office must submit a Willingness to Serve form to the Nominating Committee by the end of April or must be in attendance at the May meeting to nominate themselves.
5. Candidates will be given the opportunity to speak at the May General Membership meeting before the election takes place. The speech should be no longer than two (2) minutes in length.
6. The elections will be by closed ballot (refer to Robert's Rules of Order). All names submitted shall be listed in alphabetical order.
7. Only parent members of the PTA are eligible to vote for PTA member representatives on the SLT. 8. Parent members vote for the number of vacant seats available with no more than one vote for any candidate.
9. The Nominating Committee counts the votes immediately and ranks candidates from highest received votes to the least. The names of the winners must be announced before the May General Membership meeting is adjourned.
10. The candidates receiving the top votes serve as parent representatives on the SLT. If there is a tie for the last position, a revote will take place among the tied candidates for that position only.

ARTICLE XII – PARLIMENTARY AUTHORITY

1. Where not specifically governed otherwise herein, after consulting Chancellor's Regulations, the Parliamentary Authority for the conduct of business of the SITHS PTA shall be Robert's Rules of Order – Newly revised.

ARTICLE XIII – AMENDMENTS & REGULAR REVIEW OF BYLAWS

1. These bylaws may be amended by a two-third vote of members present at a General Membership meeting as described in (3) below.
2. Any member may submit a proposed amendment to these bylaws in writing.
3. Every amendment must be presented at two consecutive General Membership meetings, with discussion at the first meeting, and vote at the second meeting.
4. The proposed amendment shall be announced to the members prior to the meeting at which the vote is taken.
5. Amendments are effective immediately unless otherwise specified.
6. The approved amendment(s) shall be attached to these bylaws and published online or in a newsletter.
7. A thorough review of these bylaws shall be conducted every three (3) years.
8. Every three years, these bylaws must be re-adopted by a vote of the membership regardless of whether amendments have been made, and the date of the membership approval must be recorded.

ARTICLE XIV – DISSOLUTION OF THE ASSOCIATION

1. Notwithstanding any other provision of these articles, the Association is organized exclusively for one or more of the following purposes: to promote religious tolerance, charitable, scientific, testing for public safety, literary, educational purposes, to foster national or international amateur sports competition (but only if no part of its activities involve the providing of facilities of equipment), or the prevention of cruelty to children or animals as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from the Federal Income Tax under Section 501(c)(3) of the Internal revenue Code of 1954.
2. No part of the net earnings of the Association shall inure to the benefit of any member, trustee, director, officer of the Executive Board, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association); and no member, trustee, or officer shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Association.
3. No substantial part of the activities of the Association shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section (h) or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
4. Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the means of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.
5. In the event that SI Tech HS PTA determines that it will no longer exist as an Association, its assets will revert to SI Tech HS, or in the case of the school closing, follow the students of SI Tech.

**THESE BYLAWS HAVE UNDERGONE EXTENSIVE REVIEW
IN ACCORDANCE WITH CHANCELLOR'S REGULATIONS A-660.**

THESE BYLAWS SET FORTH ARE TO SUPERSEDE ALL PREVIOUS REVISIONS.

**THE MOST RECENT REVIEW OF THESE BYLAWS HAS BEEN APPROVED BY THE MEMBERSHIP
AT THE GENERAL MEMBERSHIP MEETING HELD ON May 17, 2018**

Florence Lynch, 2nd VP, *Bylaws Committee Chair*

Filed with the Principal on: May 17, 2018

Respectfully submitted,

The Bylaws Committee, March 2018. Voted on and approved May 17, 2018.

Bylaws may be found on the SITHS website at www.siths.org under the Parent Section.