

Elección para la 選舉
Asociación de Padres

ГОЛОС Eleksyon
PADRES

DES PARENTS PA/PTA

انتخابات تصويت

والدين اليكشن الآباء 투표

Выборы в PA/PTA 부모

родители PARANHO 父母

ووٹ 선거 投票 votar

PA/PTA BYLAWS

Bylaws of Long Island City H.S. Parent Association

Approved by the Membership

Article I – Name

The name of the Association shall be LICHS Parent Association and hereafter referred to as the Association.

Article II – Objectives

- A. The objectives of the Association include but are not limited to:**
1. Develop parent leadership and build capacity for greater involvement;
 2. foster and encourage parent participation on all levels;
 3. develop a cooperative working relationship between the parents and staff of our school;
 4. provide opportunities and training for parents to participate in school governance and decision-making;
 5. provide support and resources to the school for the benefit and educational growth of the students.

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of Long Island City H.S. is automatically a member of the Association.
2. Parents of a child who is attending Long Island City H.S. full time while on the register of a citywide program are eligible to be members of the Parent Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term parent is defined as any person in a parental or custodial relationship to the student; which includes the following.
 - i. Birth parent
 - ii. Adoptive parent
 - iii. Foster parent
 - iv. Step-parent
 - v. Legally appointed guardian
 - vi. Person(s) in parental relation¹
4. *[If the Association is a Parent-Teacher Association include] Membership shall be open to all teachers (insert other categories of staff granted membership status,*

¹ The term "person in parental relationship" refers to a person who has assumed the care of a child because the child's parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor's Regulations A-660.

such as paraprofessionals, school aides, school secretaries, and food service workers) currently employed at the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. Members may be requested to make a voluntary donation of \$ 10.00.

C. Voting Privileges

1. Every parent of a student currently enrolled at Long Island City H.S. shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CR A-660).²
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. *(If the Association is a Parent-Teacher Association, include the following)* Each teacher and (Insert other categories of staff granted membership rights, such as para-professionals, school aides, school secretaries and food service workers) staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be; president, recording secretary and treasurer. The Association must elect the mandatory officers (president, recording secretary and treasurer) in order to be a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of child attending Long Island City H.S.. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-Mandatory Officers of the Association may consist of but are not limited to following: Vice President, Corresponding Secretary, Parliamentarian and Sargent at Arms.

Assistant Treasurer,

B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.

² Restrictions based on Conflicts of interest as determined by Chancellor's Regulations A-660 (Section I.C.3.c)

2. Term limits³ for each officer position of the Association shall be 2 consecutive one year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

1. **President:** The duties of the president shall include but are not limited to the following:
 - a. preside at all meetings of the Association;
 - b. is an ex-officio member of all committees except the nominating committee;
 - c. appoint Association committee chairpersons with the approval of the executive board;
 - d. encourage meaningful participation in all parent and school activities;
 - e. provide opportunities for members' leadership development;
 - f. delegate responsibilities to members of the Association as needed;
 - g. attend all regular meetings of the presidents' council;
 - h. is a mandatory member of the School Leadership Team⁴;
 - i. meet regularly with the executive board members;
 - j. plan the agendas for the general membership meetings;
 - k. is one of the eligible signatories on checks, and
 - l. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

2. **Recording Secretary:** The duties of the recording secretary shall include but are not limited to the following:
 - a. record minutes at all Association meetings;
 - b. prepare notices, agendas, sign-in sheets and materials for distribution;
 - c. prepare and read the minutes at Association meetings;
 - d. distribute copies of the minutes for review and approval by the general membership;
 - e. maintain the custody of the Association's records on school premises;
 - f. incorporate all amendments into the bylaws, and;
 - g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;

³ The term of office pertains to the length of time a single person may be elected to a position on the executive board of the Association. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.

⁴ Co-presidents must determine who will serve on the SLT and who will attend President Council meetings.

- h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association⁵; and,
 - i. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
3. **Treasurer:** The duties of the treasurer shall include but are not limited to the following:
- a. responsible for all financial affairs and funds of the Association;
 - b. maintain an updated record of all income and expenditures on school premises;
 - c. is one of the signatories on checks;
 - d. adhere to and implement all financial procedures established by the Association;
 - e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - f. prepare the Association's interim and annual financial reports;
 - g. make available all books and financial records for viewing by members upon request and for audit;
 - h. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
4. **Non Mandatory Officers⁶:** *The duties of the Vice-President, Corresponding Secretary shall include but are not limited to the following:*
- a. *assist the President, Recording Secretary, Treasurer and shall assume the President, Recording Secretary, Treasurer duties in their absence or upon request;*
 - b. *may be one of the signatories on all checks;*
 - c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

D. Election of Officers

- 1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.

⁵ Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.

⁶ Non-mandatory officers may include but are not limited to; Vice – President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert's Rules of Order Newly Revised.

2. Employees of Long Island City High School may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.

3. Nominating Committee

A nominating committee must be established during the April monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office.

The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents in the school whenever possible.⁷ The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties may include the following:

- a. canvassing the membership for eligible candidates;
- b. preparing and distributing all notices of any meeting pertaining to the election process;
- c. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- d. verifying the eligibility of all interested candidates prior to the election;
- e. scheduling the election at a time that ensures maximum participation;
- f. ensuring that only eligible members receive a ballot for voting;
- g. ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed, the Association 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.

4. 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

⁷ Translated templates, for all election materials, can be found in all 9 languages on the DOE [PA/PTA Resources Page](#).

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.

5. Contested Elections and the Use of Ballots⁸

- a. 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 all languages spoken by parents in the school.
- b. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- c. Ballots must not be removed from the school. The Association 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.

6. Uncontested Elections

Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

7. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

- a. When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher ranking office.
- c. The ranking of officers for succession purposes shall be:
 - i. [list the order of succession] *Recording Secretary*
 - ii. [list the order of succession] *Treasurer*
 - iii. [list the order of succession] *Vice President*
 - iv. _____ → *Corresponding Secretary*
 - v. _____ → *Assistant Treasurer*
 - vi. _____ → *Parliamentarian*
 - vii. _____ → *Sargent at Arms.*

⁸ Contested elections consists of two or more candidates for any office; voting must be by ballot.

8. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws.

E. School Leadership Team Parent Member Elections

1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.
 - a. Once the election of PA/PTA officers has concluded, the election of parent members to the SLT may begin.
 - b. The election of parent members to the SLT should follow the same or similar election procedure as PA/PTA officer elections.

F. Disciplinary Action

1. Grounds for Removal from Office:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. Officer Removal:

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.⁹

a. Removal Process

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.

⁹ Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.