

NYC Lab High School for Collaborative Studies Parent Association Bylaws

May 16, 2024 Revision based on ByLaws previously revised May 14, 2022 and originally approved January 17, 2017

Article I - Name

The name of the association shall be the NYC Lab High School Parents' Association, Inc. (M412)

Article II - Objectives

The objectives of the Parents' Association are:

To provide support and resources to the school for the benefit and educational growth of the students.

To develop a cooperative working relationship between the parents and staff of the school.

To foster and encourage parent participation and leadership on all levels for greater involvement.

To provide opportunities and training for parents to participate in school governance and decision-making.

To conduct fundraising activities to support the above objectives.

Article III - Membership

Section 1: Eligibility

Parents of students currently attending NYC Lab High School for Collaborative Studies are automatically members of the NYC Lab High School Parents' Association, Inc. Parents include parents by birth or adoption, step-parents, legally appointed

guardians, foster parents and persons in parental relation to a child currently attending the NYC Lab High School for Collaborative Studies. Parents of a child who is attending NYC Lab School for Collaborative Studies full time while on the register of a citywide program are eligible to be members of the NYC Lab High School Parents' Association, Inc. 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.

In instances where the NYC Lab High School Parents Association, Inc. is required to provide a list of all its current members to a third party, the names of the individuals serving on the Executive Board will be provided.

Section 2: Dues and Donations

The payment of dues cannot be a condition for the participation of members in the PA. However, members may be asked to make a voluntary donation to the PA.

Section 3: Voting Privileges

Each parent of a child currently enrolled at NYC Lab School for Collaborative Studies shall be entitled to one vote. Voting by proxy, absentee ballot or email is not permitted.

Article IV - Officers

Section 1: Titles

The officers of the Association shall be: President or Co-Presidents, Treasurer or Co-Treasurers, Recording Secretary or Co-Secretaries, Vice President of Communications or Co-Vice Presidents of Communications, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of Hospitality or Co-Vice Presidents of Hospitality, Member-at-Large.

The Association must elect the mandatory officers: President, Recording Secretary, and Treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent or guardian of a child attending NYC Lab High School for Collaborative Studies.

Section 2: Term of Office and Term Limits

The term of office shall be from July 1st through June 30th of any given school year. All parent/guardian members are eligible to run for any office.

Term limits for each officer position of the Association shall be two consecutive one-year terms in any one specific office. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other parent is nominated and willing to serve.

Association members may serve over the two-year term limit if they are serving in a different role on the Executive Board.

Section 3: Duties of Officers

President or Co-Presidents:

- shall preside at all meetings of the Association and shall be an ex-officio member of all committees except the Nomination Committee.
- shall appoint chairpersons of Association committees with the approval of the Executive Board
- shall delegate responsibilities to other Association members and shall encourage meaningful participation in all parent and school activities.
- shall attend all regular meetings of the Manhattan High School President's Council and shall be a mandatory member of the School Leadership Team.
- shall meet regularly with the Executive Board members in accordance with the bylaws to plan the agendas for the General Parent Association Membership meetings.
- shall be one of the eligible signatories on checks.
- shall assist with the June transfer of Parent Association records to the incoming Executive board.

In the event that the Parent Association elects Co-Presidents, the Co-Presidents must decide who will serve as the Presidents' Council member and who will serve as the mandatory member of the School Leadership Team and inform the General Membership. If the President or Co-President is unable to attend the Manhattan High School Presidents' Council meetings and/or School Leadership Team, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the Parent Association membership.

Recording Secretary or Co-Recording Secretaries:

- shall record minutes at all Parent Association meetings.
- responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution.
- shall prepare and distribute previous meeting minutes at each PA meeting, and shall make copies of the minutes available upon request.
- shall keep all meeting minutes for reference and sharing with the next year's Parent Association and Parent/Guardian membership.
- shall maintain custody of the Parent Association's records and archived records shall be stored on the school premises or on the school's current website.
- shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest

amendments are on file in the Principal's office and facilities controlled by the Parent Association.

- shall assist with the June transfer of all Parent Association records to the incoming Executive Board.
- shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Parent Association.

Treasurer or Co-Treasurers:

- shall be responsible for all financial affairs and funds of the Parent Association.
- shall be responsible for maintaining an updated record of all income and expenditures, and shall be one of the signatories on checks. The archived records must be stored on the school premises or on a collective archival structure approved by the Parent Association.
- shall adhere to and implement all financial procedures established by the Parent Association.
- shall prepare and present a written report of all transactions at every Executive Board and General Membership meeting. This report must include income, refunds, reimbursements, and other expenditures, and opening and closing balances for the reporting period.
- shall also prepare the Parent Association's interim and annual financial reports, and annual IRS filing.
- shall make available all books and financial records for viewing by members upon request and for audit.
- shall assist with the June transfer of all Parent Association records to the incoming Executive Board.

Vice President or Co-Vice Presidents of Fundraising:

- shall assist the President or Co-Presidents and shall assume the President's or Co-President's duties in his/her or their absence or at the President's or Co-President's request.
- shall coordinate and oversee all activities and responsibilities associated with the Parent Association's fundraising and grant writing activities.
- can be authorized to co-sign checks with the Treasurer and assist with the June transfer of Parent Association records to the incoming Executive Board.

Vice President of or Co-Vice Presidents of Communications:

- shall assist the President or Co-Presidents and shall assume the President's or Co-President's duties in his/her or their absence or at the President's or Co-President's request.
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- shall develop and disseminate all communications to Lab High School families, including but not limited to general mailings, email blasts, website content and events.
- shall also disseminate all volunteer sign-up communications to coordinate and assemble parent volunteers.

Vice President or Co-Vice Presidents of Hospitality:

- shall assist the President or Co-Presidents and shall assume the President's or Co-President's duties in his/her or their absence or at the President's or Co-President's request.
- shall conduct all parent events, teachers events (luncheons etc...), and order necessary items needed for class field trips and other organizational functions.

Member-at-Large (2):

- shall be an incoming parent.
- shall be in charge of fostering participation of new parents in school functions.
- shall assist the other Executive Board members in establishing 9th grade and new family's relationships and coordination of volunteers.

Section 4: Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. The yearly election of the officers must be held between the Parent Association meeting in May and the ending Parent Association meeting in June. The principal will be notified of the election.

Nominating Committee:

- A Nominating Committee must be established during the February General Membership meeting. The Nominating Committee shall consist of three to five (3-5) members. The Committee members must come from the Parent Association's General Membership. The remaining members of the Nominating Committee shall be selected by the President or Co-Presidents, subject to the approval of the Executive Board, if needed. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed at the NYC Lab High School for Collaborative Studies shall be eligible to serve on the Nominating Committee. No person who is running for office may serve as a member of the Nominating Committee.

Nominating Committee Duties:

- Canvassing the membership throughout the months of February through May for eligible candidates in ways that maximize member participation.
- Determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the Principal and his/her designee.
- Preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660.
- Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election OR to provide an online system of voting that is clear and unbiased.
- Ensuring that an opportunity for nominations, including self-nominations, be taken from the floor and then officially closed during the May General Membership meeting.
- Reporting the names of previously nominated candidates during the May General Membership meeting.
- Scheduling the election at a time that ensures maximum participation.
- Ensuring that only eligible members receive a ballot for voting.
- Completing the election during the June General Membership meeting.
- Ensuring that the election is certified by the Principal or his/her designee immediately following the election.

If a Nominating Committee cannot be formed by the February General Membership meeting, the Parent Association must proceed with an expedited election - a single meeting where all nominations are clear prior to the election.

Notices:

The meeting notice and agenda for the June General Membership election meeting shall be distributed ten days prior to the election meeting. All meeting notices and agendas shall be available in English and translated into languages spoken by parents/guardians in the school whenever possible. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English-speaking members.
- 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.
- Ballots must not be removed from the school. The Parent Association must retain ballots on the 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.

Uncontested Elections:

- If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

Officer Vacancies:

- All officer vacancies must be filled by succession of the next highest-ranking officer. For example, a vacancy in the position of the President will be filled by the Vice President or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignations to the recording secretary and immediately turn over all Parent Association records. The ranking of officers for succession purposes shall be VP of Fundraising, VP of Communications, VP of Hospitality, Secretary, Treasurer and Member-at-Large.

Expedited Election Process:

- Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor immediately prior to the election. If the election is contested, written ballots or email ballots must be used in this election process.

Campaigning:

- No materials in support of a slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the Parent Association. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any Parent Association or Executive Board, school or district leadership team, school or district Title 1 Parent Advisory Council and CEC, CCSE, CCHS or CCEL.

Presence for Voting:

- A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the Nominating Committee that she/he cannot attend the election.

Members-at-Large (2) Election:

- There will be an expedited election for the Member-at-Large positions. Nominations and the election will take place together, no later than the October General Membership meeting.

Section 5: June Transfer of Records

- All Parents' Association records must be maintained for six (6) years. Outgoing Executive board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office, before June 30th. Outgoing Executive Board members may not retain copies of PA records, including parent contact information.
- Prior to the conclusion of a PA Recording Secretary or Co-Recording Secretaries' term, she/he must make the necessary arrangements to provide the PA's Bylaws, meeting notices, agendas, and minutes from both General Membership and Executive Board meetings to the newly elected Secretary or Co-Secretaries. Prior to the conclusion of the school year.
- The Treasurer or Co-Treasurers will make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PA. At least one formal meeting between outgoing and incoming officers shall be scheduled during the month of June for this purpose, organized by the outgoing President or Co-Presidents. Individual meeting(s) between outgoing and incoming officers sharing the same office must be held before June 30th.

Section 6: Disciplinary Action

- Any officer who fails to attend three consecutive Executive Board or General Membership meetings may be removed from the office by recommendation of the Executive Board or motion from a member. A two-thirds vote of the membership present is required or approval that the officer can submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings of the General Membership's consideration.
- Association officers may also be removed for unsatisfactory performance through the process outlined below:
 - At any General Membership meeting, an Association member may make a motion to begin the process of removing an Executive Board member for unsatisfactory performance.
 - If the motion is approved by two-thirds of the assembled members, the General Membership must select a Review Committee by majority vote; Executive Board members may not serve on the Review Committee.
 - The Review Committee will gather relevant information and present its findings 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 calendar days of the date the motion was presented. The Association's notice and agenda must indicate that a vote will be

taken by the General Membership regarding the removal of an Executive Board member.

- The result of the motion must be submitted in writing to the Principal and to the Division of Family and Community Empowerment.

Article V - Executive Board

Section 1: Composition

- The Executive Board shall be composed of the elected officers of the Parent Association. The Executive Board may also include chairpersons of standing committees. Officers shall be expected to attend all Executive Board Meetings.

Section 2: Meetings

- Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, at [x:xxam or x:xxpm] on the [x day] of the month. Meetings can be held virtually or in person pending the decision of the Executive Board. If a standard meeting time falls on a legal or religious holiday, the meeting shall be held on the following or previous day of the week.
- Executive Board meetings are open to individuals who are not parents of students in the school with the prior approval of the Executive Board.
- Each member of the Executive Board shall be entitled to one vote.
- One (1) more than half the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 – Meetings

- The General Membership meetings of the Parent Association shall be held monthly, September through June, at [x:xxam or x:xxpm] on the [x day] of the month. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school whenever possible. Notice can be sent via electronic announcement or paper notice at least ten calendar days prior to the scheduled meeting. The meeting notices will also be posted on the school's website calendar and this can serve as a notice of meeting time.

Section 2 : Meeting Venue

- All meetings, including committee and Executive Board meetings must be held in the Parent Association's home school or on the Parent's Association electronic virtual account. Under no circumstances are Parent Association meetings to be held in private residences or commercial venues (i.e. restaurants and private clubs).

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Section 3: Member Eligibility

- All eligible members may attend and participate in General Parent Association Meetings.

Section 4 : Non-Members

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

officer.

Section 5 : Order of Business

- The order of business at meetings of the Parent Association, unless changed by the Executive Board, shall be:
 - Call to Order
 - Reading and Approval of Minutes
 - President's Report
 - Treasurer's Report
 - Principal's Report
 - School Leadership Team Report
 - Committee Reports
 - Old Business
 - New Business
 - Featured Speaker (s) when applicable
 - Adjournment Quorum - a quorum for a General Membership meeting must consist of representation of at least 8 Parent Association members, including a minimum of 2 Executive Board members and 6 parent members in order to conduct official Parent Association business.

Section 6 : Minutes

- The minutes must be made available to every Parent Association member for every General Membership meeting. The minutes of any Parent Association meeting must be made available to any member upon request.

Section 7 : Special Membership Meetings

- Requested by President - A Special Membership Meeting may be called to deal with a matter of importance that cannot be postponed until the next General Membership meeting. The President may call a Special Membership Meeting with a minimum of 48 hours written notice to parents/guardians stating precisely what the topic of the meeting will be.
- Requested by Parents - Upon receipt of a written request from eight (8) Parent Association members, the President must call a special membership meeting within five (5) calendar days of the request and provide 48 hour written notice to parents/guardians.

Section 8 : Parliamentary Authority

- Meeting rules of order should be adopted for use as a guide and included in these Bylaws. Where no meeting rules of order are adopted, "Robert's Rules of Order - Newly Revised" will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 : Standing Committees

- Chairpersons - The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by the Executive Board's approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the Parent Association are the following:
 - Membership - The Membership Committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the Membership Committee can coordinate their outreach efforts and strategies with the school's Parent Coordinator or in the absence of a Parent Coordinator, the VP of Co-VP's of Communications. The Membership Committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the Principal, Parent Association President, list Executive Board members, all General Association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the Parent Association. The Committee shall also be responsible for maintaining a current list of Parent Association members. The NYC Lab High School for Collaborative Studies' website can also contain all of this information in lieu of or in addition to the Membership Committee.
 - Budget Committee - The Budget Committee shall be chaired by the Treasurer or Co-Treasurers and be responsible for :
 - Drafting a proposed budget each Spring for approval by the General Membership.
 - A written review of the prior year's budget, which must be presented along with the draft proposed budget for vote at the June General Membership meeting.
 - Presenting the budget process (see Article VIII Section 3).

Article VIII - Financial Affairs

Section 1 : Fiscal Year

- The fiscal year of the Parent Association shall run from July 1 through June 30.

Section 2 : Signatories

- The President or Co-Presidents, Treasurer or Co-Treasurers, Vice President or Co-Vice Presidents of Fundraising shall be authorized to sign checks. All checks require at least two signatures. The two signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in laws or other relatives or members of the same household sign the same Parent Association check. A Parent Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 : Budget

- Budget Process - The Executive Board shall be responsible for the development and/or review of the budget process, which includes:
 - The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills and prepare a proposed budget for the next school year.
 - The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - The incoming Executive Board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - The Executive Board must present the budget for the General Membership approval no later than the October meeting.
- Amendments to budget - The budget may be amended by vote of the General Membership at any membership meeting.
- Expenditures - All expenditures not included in the budget at the time of its adoption must be approved by vote of the General Membership.
- Emergency Expenditures - The Executive Board is authorized to make an emergency expenditure not to exceed \$500 with a two-thirds approval of the Executive Board. These expenditures shall be reported to the General Membership at the next Parent Association meeting in writing by the Treasurer. The minutes of the meeting must reflect a vote taken by the Parent Association to accept this action.

Section 4 : Cash Management

- Counting and Handling of Cash - The counting and handling of any cash received by the Parent Association must be completed by at least two (2) Parent Association members. These Parent Association members cannot be related by blood or marriage. Cash funds must be counted in the school on the same day

of receipt. The Parent Association's financial records must display the total amount of funds and the signature of the Parent Association members who participated in counting the funds.

- Securing Cash - The Executive Board must obtain written acknowledgement from the Principal or their designees when the Parent Association funds are secured in the school.
- Bank Deposits - All funds should be deposited in the bank account by authorized Executive Board members within 1 business day of receipt, but in any event, no longer than 3 business days. Under no circumstances may fundraiser cash proceeds be stored in a member's place of work or residence.
- Deposits received by mail - All funds received at the school in the mail should be opened and electronically captured on school premises by an Executive Board member other than the Executive Board member who opened the funds. The electronic image should be emailed to LabHSTreasurer@gmail.com. The funds will remain at the school until the Treasurer or their designee picks them up to be deposited in the bank. After funds are deposited, the Treasurer will respond to the original emails stating when the funds were deposited.
- Documentation - Documentation related to every transaction must be maintained and archives stored on the school's premises (e.g. canceled checks, deposited receipts, purchase orders, Parent Association minutes related to the financial transactions, etc...).

Section 5 : Fundraising

- The Principal's written consent is required when a fundraising activity is held during school hours or on school property.

Section 6 : Audit

- Audit Committee Volunteers - the President shall request volunteers to form an Audit Committee of three to five (3 to 5) persons. Executive board members who are not eligible signatories on the Parent Association checks may serve on the Audit Committee. The majority of the Audit Committee shall be General Members.
- Audit Committee Responsibilities:
 - The Audit Committee shall conduct an audit of all financial affairs of the Parent Association with the help of the Treasurer who shall make all books and records available to them.
 - Additional duties of the Audit Committee may include examining all relevant financial statements and records of disbursements, verifying all Parent Association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
 - The Audit Committee shall prepare a written audit report to be presented to the membership at a General Membership meeting upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 7 : Financial Accounting

- PA Financial Report - The Treasurer shall prepare the Interim Parent Association Financial Report by January 31st. And the preliminary Annual Parent Association Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by General Membership. Copies of these reports shall be provided to the Principal. The IRS tax filing is due by the 15th day of the 5th month after June 30th or November 15th.
- Financial Records - The Treasurer shall be responsible for all funds of the Parent Association and shall keep accurate records in a form consistent with these Bylaws and applicable regulations of the Chancellor's Regulation A-610. Parents must obtain written approval from the Principal before collecting fundraiser proceeds from students. Deposit slips shall identify the source of all deposited funds. All archived financial records of the Parent Association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Parent Association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. All provisions of these Bylaws must conform to CR A-660 and Department of Education guidelines.

Any member may present a motion at a General Membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the Bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the General Membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on [June 21, 2022].