

**INTERIM BYLAWS FOR THE PTA OF  
BROOKLYN PROSPECT CHARTER SCHOOL**

APPROVED BY THE MEMBERSHIP ON:

---

**SECRETARY:**

---

**PRESIDENT:**

---

---

**TREASURER:**

---

**BROOKLYN PROSPECT CHARTER SCHOOL PARENT TEACHER ASSOCIATION**

In keeping with the mission of Brooklyn Prospect Charter School, the Parent Teacher Association (PTA) takes an active role in fostering a close collaborative relationship among the families, teachers and administration. The PTA partners with school leadership to ensure that Brooklyn Prospect is incorporating parental feedback and receiving direction from parents. In addition, the PTA is a parental resource for guidance and support in navigating the middle and high school years. In order to support the educational mission of the school, the PTA will facilitate active volunteer and fundraising activities on behalf of Brooklyn Prospect.

The PTA strives to have its leadership and membership model the diversity of the student body. All parents and guardians of Brooklyn Prospect students are members of the PTA and eligible to run for a formal position within the PTA. The PTA will elect one parent to serve on the Brooklyn Prospect Charter School Board of Trustees.

**GOALS:**

1. To foster understanding and respect within the school community,
2. To educate parents about the mission of the school, how academic programs support that mission and how parents can help support the school program,
3. To provide a framework within which parents can share interests, ideas and questions with school administrators; and,
4. To develop a sound organization leading to:
  - Clear communications between families and the school
  - A strong volunteer organization
  - An annual fundraising plan to help augmenting student programs
  - Strong reciprocal relationships between school, family and the larger community

**PTA MEETINGS** are a good way to allow all parents access to school administrators in a timely and effective manner that is accessible to all. These meetings will be calendared regularly and will provide parents the

opportunity to gain a deeper understanding of the school, its mission and how parents/guardians can best partner with the school for the ultimate success of all students.

**FUNDRAISING** is a vital and important role for the PTA. Annually the Board of Trustees, Executive Director and the Director of Development along with faculty and staff will work hard to fill gaps in our annual operating budget. It is the aspiration of the PTA that all parents will participate either formally or informally in annual fundraising. There are many ways to give-- volunteer time, gifts-in-kind and donations – all are important to the success of our school.

### **1. Regularly Scheduled Meetings**

a) A minimum of four (4) General Membership Meetings shall be held annually, with at Least one (1) meeting to be scheduled and held within sixty (60) days of the beginning of the school year. Members shall receive a minimum of ten (10) days written notice of the date of each General Membership meeting of the PTA.

b) All decisions affecting the PTA calendar, including the scheduling of events, must be proposed to the Executive Board, either in writing or in person at an Executive Board meeting before being presented to the general membership for final approval.

c) Attendance of fifteen (15) members of the PTA at a meeting shall constitute a quorum.

d) Special meetings may be called to address emergency and unanticipated situations for which immediate action is required. A Special Meeting may be called at the request of the Executive Committee or by request of fifteen members of the PTA. Members shall receive a minimum of ten (10) days written notice of any Special Meeting.

e) All meetings, including Executive Board and subcommittee meetings are open to the full membership of the PTA.

f) Non-members of the PTA may speak at a general membership meeting upon prior approval by the Executive Committee.

g) Minutes must be taken of all meetings and copies made available to all PTA members.

### **2. Parent Membership**

Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children are automatically members of the PTA in the school(s) in which their child(ren) attend.

### **3. Teachers' Membership in the PTA**

Membership in the PTA has been extended to the faculty.

### **4. Voting**

Parent and/or faculty have the right to vote subject to the limitations noted in these by-laws. Each parent and/or teacher shall have a vote. Voting by proxy or absentee ballot is prohibited.

### **5. Conflicts of Interest**

In matters where a member or members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

## **6. Yearly Election of Officers**

Elections for officers must be held on an annual basis.

## **7. Nominations of Officers**

Pursuant to the bylaws of the PTA of Brooklyn Prospect, nominations for officers shall be made by a Nominating Committee of three members, two elected by the organization and one appointed by the President with the consent of the Executive Board. The President may not be a member of the Nominating Committee. The Nominating Committee at the General Membership Meeting shall present a slate of officers to the membership. The Nominating Committee shall elect its own chairperson and is a temporary committee.

Prior to the establishment of officers, the three members of the Nominating Committee will be elected from the general membership of the PTA.

## **8. Offices**

At a minimum, the PTA shall elect a President, Secretary (the position of Recording Secretary is the mandatory Secretary position), and Treasurer. For the purposes of filling vacancies by succession, the ranking of officers shall be in the following order (President or Co-Presidents; Vice-President or Co-Vice-Presidents; Recording Secretary or Treasurer). In addition, the PTA may establish additional offices or executive board member positions in order to meet the needs of the association. There are no qualifications for any office in a PTA other than to be a parent of a child in the school. Mandatory offices may not be designated to be set aside for incoming parents.

### **a) The President**

The President, one of the Co-Presidents, or their designee shall preside at all meetings of the membership and is a member Ex-officio of all committees except the Nominating Committee. In all other ways, the President or Co-President acts as the Executive Officer of the Organization. The President is a voting member of the Brooklyn Prospect Charter School board of Trustees and is responsible to attend meetings of the Board.

### **b) The Vice-President**

The Vice President shall act as assistant to the President or Co-Presidents and shall preside in his or her absence. He/she shall be empowered to sign checks in the absence of the Treasurer or President, with knowledge of and permission by the Treasurer and President. At the request of the President or Co-Presidents, the Vice President may, when necessary, act as the Executive Officer of the organization.

### **c) The Recording Secretary**

The Recording Secretary shall keep accurate minutes of all meetings of the Executive Board and of the membership. He/she shall keep an accurate list of the members of the Organization. At each meeting the Secretary shall present the minutes of the proceeding meeting. This office may be combined with that of the Assistant Secretary, in which case the office shall be known as the Secretary and the duties in both Sections c and d shall be applicable.

### **d) The Assistant Secretary**

The Assistant Secretary shall attend to all the correspondence, notices for all regular and special meetings, and other such duties as required. This office may be combined with that of the Recording Secretary.

### **e) The Treasurer**

The treasurer shall have the responsibility of collecting dues or other monies, and delivering them to the bank, receiving a receipt at all times. The Treasurer shall keep an exact account of such collections. The Treasurer shall keep an accurate accounting of all incomes and expenses. The Treasurer shall give monthly financial reports to the membership.

#### **9. Vacancies**

a) Any vacancies must be filled by succession (i.e., vacancy in the position of President will be filled by the Vice-President or next highest ranking officer. In the event that the mandatory offices can not be filled through succession, a special expedited election must be held to fill those vacancies. The elections must be run by the nominating committee or the persons selected by the PTA.

b) The General Membership must be notified, in a timely manner, of a vacant position of an officer or committee chair. For a vacancy occurring in an office, the position shall be filled within sixty (60) days and by a special election at a General Membership meeting. A vacancy occurring in the chair of a standing committee shall be filled by a majority vote of the Executive Board.

#### **10. Term of Office and Term Limits**

Terms of office shall be from July 1 to June 30 of the following year. Pursuant to the bylaws of the PTA of Brooklyn Prospect, term limits for each officer position shall be limited to two consecutive one year terms. The officer may be elected to serve for a third provided no other interested candidate is nominated and willing to serve. The offices of president or co-president are the same office and the same term limits apply whether a person acts as either a president or a co-president or a combination of the two for the period allowed under the term limits.

#### **11. Nominating Committee**

The PTA shall establish a nominating committee to conduct elections. No member of the nominating committee may seek an executive board office. A majority of the nominating committee must be selected by the general membership. Persons employed in the school may not serve on the nominating committee.

#### **12. Nominations**

All members must have the opportunity to make nominations from the floor on the day of elections. Persons nominated on the day of the elections must be present at the meeting.

#### **13. Executive Board and PTA Committees**

##### **a) Composition**

The Executive Board shall consist of the elected officers of the Organization, the Chairpersons or Co-Chairpersons of standing committees and the faculty representative to the PTA. The standing committees for the following school year will be recommended by the newly installed officers for adoption at the first general meeting of the Organization. Following adoption, the members of each committee will accept and vote on nominations for Chairpersons or Co-chairpersons for each standing committee.

##### **b) Powers and Duties**

The Executive Board shall plan and direct the work necessary to carry out the programs and policies adopted by the General Membership. During the school year the Executive Board may add or delete such standing committees, as it may deem necessary and appoint or approve Chairpersons or Co-Chairpersons, subject to ratification by the General Membership at the next General Membership Meeting.

#### c) Meetings

Regular meetings of the Executive Board shall be held on a monthly basis. The President or Co-Presidents may call special meetings of the Executive Board, and shall call a special meeting upon the written request of five members of the Executive Board.

The position of any member of the Executive Board who fails to attend two consecutive meetings without being excused by the Executive Board shall be declared vacant by the President or Co-Presidents. Executive Board members who chair or co-chair committees may designate another member of said committee to represent them in their absence at the Executive Board Meetings. The designated replacement may not; however, cast votes on issues other than those directly related to the work of said committee.

#### d) Quorum

A minimum of three (3) members of the Executive Board; including at least one (1) Co- President or one (1) Co-Vice President, shall constitute a quorum at an Executive Board meeting.

#### e) Qualifications for Officers

PTA Officers must be members of the PTA and have a student enrolled in the school.

### **14. Removal of Officer or Executive Board Members**

Pursuant to the bylaws of the PTA of Brooklyn Prospect, upon a finding of misconduct, being derelict and or neglectful of his/her duties; including any officer who fails to attend two (2) consecutive Executive Board meetings, said Officer shall be suspended from office by recommendation of the Executive Board or motion from a member and two thirds vote of the membership present. An Officer or Executive Board member shall be removed only by a two-thirds vote of the General Membership. Said vote should occur at the first General Membership meeting which follows the Executive Board meeting.

### **15. Maintenance of the Bylaws**

#### a) Regular Review of Bylaws

The PTA bylaws must be reviewed by the membership at least once every three years.

#### b) Amendment of Bylaws

The bylaws may be amended at any general meeting of the PTA by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, or, in writing to the membership at least **five (5)** business days prior to the meeting at which the amendment is to be presented for vote before the PTA.

#### c) Availability to Review Bylaws

The PTA must give the Executive Director a copy of its bylaws and amendments and these shall be available in the Executive Director's office. The PTA must make a copy of its bylaws and amendments available at every PTA meeting and to members upon reasonable request. Wherever possible, bylaws should be made available in the languages parents speak.

### **16. Membership - Eligibility and Participation**

All parents of current Brooklyn Prospect students are automatically members of the PTA. The PTA must actively seek participation from all parents within the school.

## 17. Nominating Committee

a) Nominations for officers shall be made by a Nominating Committee of three members, two elected by the PTA and one appointed by the President with the consent of the Executive Board. The President may not be a member of the Nominating Committee. The Nominating Committee at the General Membership Meeting shall present a slate of officers to the membership. The Nominating Committee shall elect its own chairperson and is a temporary committee. If a Nominating Committee is/can not be formed by the end of February, the Executive Board must communicate to the PTA that the nominations and election process will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership of the PTA at the March general membership meeting. These members will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws. They may also seek assistance in conducting nominations and elections from the principal or his/her designee or the executive director. Staff may not participate on the nominating committee.

b) The nominating committee is responsible for conducting the election process, canvassing the membership for all eligible candidates, determining candidate eligibility, sending notes, running nominating meetings, and the election. The nominating committee shall solicit recommendations for candidates for consideration. Parent coordinators may not verify candidate or voter eligibility. Written notices soliciting recommendations must be distributed to the entire membership.

c) The nominating committee must conduct a screening to determine candidate eligibility based on student registration and must report the eligible list to the PTA membership. All members, both parents and staff, where applicable, must have the opportunity to make nominations from the floor before the closing of nominations.

d) The nominating committee must send written notice to all PTA members informing them of the date and time of the election, and the names of all the nominated candidates. The Executive Director must be notified of the date and time of election.

f) If there is only one candidate for each office, by motion and vote of the membership, the Recording Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the minutes.

## 18. Grievances

As per school policy, any complaint involving the PTA or Brooklyn Prospect Charter School, that is not satisfactory resolved, may be submitted to the Executive Director of Brooklyn Prospect Charter School. Should the resolution by the Executive Director fail to satisfy the concerned parties, the complaint may be presented to the Board of Trustees in an open meeting or in written form. The Board shall respond at or prior to the next public meeting of the Board of Trustees. Every effort will be made to respectfully address the matter to the satisfaction of the individual or group who presented the complaint. The Board, as necessary, shall direct the Executive Director or other responsible party to act upon the complaint and report to the Board. The Board shall render a determination in writing, as necessary.

If, after presentation of the complaint to the Board of Trustees, the individual or group determines that the Board has not adequately addressed the complaint, the complainant may present the complaint to the State University Trustees through the Charter Schools Institute, which shall investigate and respond.

## 19. Indemnification

All PTA officers shall be indemnified by the PTA for any legal claims brought against them for actions taken in their official capacity and while acting in good faith.