



BYLAWS OF THE PARENT TEACHER ASSOCIATION OF THE
SUNSET SCHOOL OF CULTURAL LEARNING (P.S .939)

Approved by the membership on November 30, 2020. Amended December 16, 2020.

Joanne Robles
President

11-30-2020
Date

Christine Bruno
Recording Secretary

11-30-2020
Date

Joanna Anastasiadis
Treasurer

11-30-2020
Date

Preamble

The parents of the Sunset School for Cultural Learning, P.S. 939, recognize that parent involvement is a vital component of a successful public school. Parent leadership is essential to develop the school's strengths, identify and solve problems, and to build partnerships between parents and the school that are necessary for children to thrive. The Parent Teacher Association of P.S. 939 will seek to welcome and encourage the meaningful participation of all its members.

P.S. 939 began in 2020 in District 20 to serve students of different racial, ethnic and socio-economic backgrounds and of all abilities. It provides a rich, welcoming place for them to come together to celebrate multiple ways of knowing the world and each other. The parents of P.S. 939 strive to support the school's vision that "PS 939 students will be equipped with critical thinking skills, global awareness and respect for core values through a rigorous curriculum in order to prepare them for a rapidly changing world."

Article I - Name

The name of the association shall be THE PARENT TEACHER ASSOCIATION OF THE SUNSET SCHOOL OF CULTURAL LEARNING (P.S.939), hereafter referred to as "the association." The association's records are available for inspection by the public at the Sunset School of Cultural Learning, P.S. 939 ("P.S. 939"), located at 270 59th Street, Brooklyn NY 11220.

Article II - Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative relationship between the parents and staff of the school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making. The association is not an affiliate of any other group nor does it engage in raising unrelated business income. Its sole fundraising purpose is to benefit P.S. 939 and its students, consistent with these bylaws.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending P.S. 939 are automatically members of the association. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending P.S. 939. Parents of a child who is attending P.S. 939 while on the register of a citywide program are eligible to be members of the association. Teachers, paraprofessionals and school aides currently employed at the P.S. 939 are eligible to be members of the 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.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. Each member shall be requested to make a voluntary donation of \$10 per calendar school year.

Section 3 Voting Privileges

Each parent of a child currently enrolled at P.S. 939 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Section 4 Formation of Committees or Initiatives

A parent and member of the association can propose the creation of a working committee or initiative that benefits the P.S. 939 community. The member must bring the committee or initiative proposal to the PA Executive Board and P.S. 939 school administration for review and approval. The proposal for initiatives or committees shall be documented in writing with specified goals, the intended and likely benefits to the school and/or school community, implementation strategy, timeline to execute the workplan and required resource commitments.

Article IV – Officers

Section 1 Titles

The officers of the association shall be the following: President or Co-Presidents, Treasurer, Recording Secretary, Volunteer Chairperson, Community Engagement Chairperson. In order to be a functioning association, the association must elect at least the following mandatory officers: president, recording secretary, and treasurer. There shall be no qualifications for any office other than to be a parent or guardian of a child attending P.S. 939.

Section 2 Terms of Office and Term Limits

The term of office shall be from July 1 through June 30. All parent members are eligible to run for any office. Officers are elected to serve a one-year term, beginning July 1 and ending June 30 of the following year.

Section 3 Duties of Officers President or Co-Presidents:

President:

- Conducts and chairs all meetings all association meetings
Builds consensus through parliamentary procedures
- Coordinates the work of the Executive Board officers and committees of the association
- Signs association checks
- Primary representative to the appropriate Presidents' Council
- Serves as a mandatory member of the School Leadership Team
- Plans agendas for general membership meetings with Executive Board
- Encourages parent involvement and member participation
- Appoints chairpersons of association committees
- Assists with the June transfer of all association records to the incoming Executive Board

- Attends school open houses, orientations, occasional teacher meetings and President's Council meetings as necessary
- Responds to parents and school staff both in and out of the classroom via phone, email and in person
- Meets with principal at least once a month to review school needs and report back to the association to accomplish goals set;
- Fosters and encourages parent participation in association committees and events

Treasurer:

- Maintains a record of all income received by the association
- Maintains detailed, accurate financial reports, records and receipts of disbursement of all association funds
- Provides a written Treasurer's report at each association meeting
- Contributes to the development of the association proposed budget
- Prepares the January Interim Financial Report, June Annual Financial Report, and all other monthly reports (i.e., fundraising activity reports, monthly Treasurer reports)
- Deposits money in the association checking account
- Signs association checks
- Assists with the June transfer of association financial reports
- Participates in all general association and Executive Board meetings
- Reviews all annual and monthly association budgets and maintaining them before presentation to the Board for approval
- Maintains association bank accounts;
- Review all balance sheets, and income and disbursements statements before presentation to the Executive Board for approval.

Recording Secretary

- Records motions, votes, decisions, financial activity, reports, and discussion at all association meetings (minutes)
- Shares minutes at each general membership meeting for review and adoption by the membership
- Ensures that association records are available to the general membership meeting for review and adoption by the membership
- Prepares all meeting notices and agendas for distribution at association meetings
- Receives all the association's mail and directs mail to the appropriate Executive Board officer
- Participates in all general association and Executive Board meetings
- Helps with all association events and goals
- Ensures that association records are available to the general membership meeting for review and adoption by the membership
- Prepares all meeting notices and agendas for distribution at association meetings
- Receives all the association's mail and directs mail to the appropriate Executive Board officer

Volunteer Chairperson or co-Chairpersons:

- Responsible for recruitment and coordination of volunteers for association committees and events, including concessions

- Establish and lead a volunteer engagement committee with the explicit goals of recruiting volunteers from P.S. 939 families
- Undertake their volunteer recruitment activities in partnership with other association Executive Board members and parent leads for individual events and activities, as appropriate
- Responsible for creating, updating and distributing a volunteer manual
- Participate in all association and Executive Board meeting
- Responsible for helping with all association events and goals

Community Engagement Chairperson or co-Chairpersons:

- Responsible for coordinating annual engagement activities and events that may benefit the families, staff and teachers at P.S. 939 and the broader community.
- Leads the community engagement committee (if applicable) and serve as liaison for event chairpersons and the Executive Board for activities that may include but are not limited to: Scholastic Book Fair, Fall Festival, Winter Toy Drive, and Spring Festival, and teacher appreciation events
- Recruits event chairpersons
- Participates in all association and Executive Board meetings
- Responsible for helping with all association events and goals

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. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1. Employees of P.S. 939 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending P.S. 939.

4.1. Nominating Committee: A nominating committee must be established during the April general membership meeting. The nominating committee shall consist of at most three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at P.S. 939 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.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting. The nominating committee's duties include the following: · canvassing the membership for eligible candidates; · 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, a ballot box, tally sheets and all other materials pertaining to the election; · verifying the eligibility of all interested candidates prior to the election; · ensuring that an opportunity for nominations,

including self-nominations, to be taken from the floor and then officially closed during the May meeting; · scheduling the election at a time that ensures maximum participation; · ensuring that only eligible members receive a ballot for voting; ensuring that the election is certified by the principal or his/her 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.

4.2. 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 other languages spoken by parents of P.S. 939 whenever possible. The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

4.3. 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 primary languages spoken by parents. 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 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.

4.4. 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.

4.5. Officer Vacancies: All officer vacancies must be filled by succession of the 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 resignation to the recording secretary and immediately turn over all association records. The ranking of P.S. 939 association officers for succession purposes shall be: President or Co-President, Treasurer, Recording Secretary, Volunteer Chairperson and Community Engagement Chairperson.

4.6. 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 must be used in accordance with Section 4.3 of these bylaws.

4.7 Campaigning and addressing the membership: Candidates for an office can address the membership prior to the election meeting, but after nominations have been closed, by distribution of candidate statements and candidate forums. All candidates will have an equal opportunity to participate in all mechanisms for addressing the membership. A notice that

includes statements from candidates may be posted on association bulletin boards, and distributed to parents in newsletters, through association-sponsored electronic media or an association table. All candidate statements must be appropriate. Inappropriate material includes material that is disparaging, defamatory, obscene, or disruptive to the educational process. At the elections meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not present, another member may read the candidate's statement. No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, executive b

oard, or committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year.

Section 5 Education Council Selector

In the case of co-presidents, co-recording secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6 June Transfer of Records

All 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. Transfers must occur on school premises, in the presence of 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 the assistance of the presidents' council during this process.

Section 7 Disciplinary Action

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. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for 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 thirty (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 Engagement.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the association. 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 a time and date convenient for its members.

Section 3 Voting

Each member of the executive board shall be entitled to one vote.

Section 4 Quorum

A simple majority of the members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1. The general membership meetings of the association shall be held monthly, September through June, on the third Wednesday at 5:00pm, unless such date falls on a legal or religious holiday, or other such conflict occurs, in which case the meeting shall be held on the following Wednesday or an alternate date, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten (10) calendar days prior to the scheduled meeting. The association president will chair the general membership meetings. In the event of the president's absence, the treasurer shall chair general membership meetings.

1.2. All meetings, including committee and executive board meetings must be held in the association's home school or virtually. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

1.3. All eligible members may attend and participate in general membership meetings.

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

Section 2 Order of Business

The order of business at meetings of the association, unless changed by the executive board, shall be:

- Call to Order

- Reading and Approval of Minutes
- President's Report
- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Principal's Report
- Adjournment

Section 3 Quorum

A quorum of eight (8) members of the association, including a minimum of two (2) executive board members and six (6) parent members shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written or digital form and read for approval at every general membership meeting. The written minutes of any association meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

5.1. 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 stating precisely the topic of the meeting.

5.2. Upon receipt of a written request from ten (10) association members, the president must call a special membership meeting within five (5) calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Parliamentary law is an orderly set of rules for conducting meetings of organized groups for the purpose of accomplishing their goals fairly. The rules of order are meant to create an atmosphere where the members of the association can attend to business efficiently, fairly and with full participation. At the same time, it is up to the members of the body to maintain common courtesy and decorum. Robert's Rules of Order – Newly Revised will be deemed the text that governs the association where the bylaws do not apply.

Article VII - Financial Affairs

Section 1 Fiscal Year

The fiscal year of the association shall run from July 1 through June 30.

Section 2 Signatories

The president and recording secretary shall be authorized to sign checks. All checks require at least two (2) 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 association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

3.1. 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 process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least two (2) association members. These association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The association's financial records must display the total amount of funds and the signatures of the association members who participated in counting the funds.
- The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- No parent or staff member shall collect fundraiser proceeds from any student without written approval from the principal. The Treasurer or treasurer's designee is responsible for the collection of all monies.
- All funds should be deposited in the bank account by authorized executive board members within one (1) business day of receipt, but in any event, no longer than three (3) business days. If the deposit will not be made within one (1) business day, the executive board must ensure that all

funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least two (2) authorized members.

· Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)

3.2. The budget may be amended by vote of the general membership at any membership meeting.

3.3. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

3.4. The executive board is authorized to make an emergency expenditure not to exceed \$1,000 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: continuity of educational programming. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the general membership to accept this action. The Executive Board must receive prior approval from the general membership for expenditures in excess of \$1,000.

Section 4 Fundraising

The Executive Board must approve all fundraising activities, which must be consistent with all applicable regulations. The approval of the general membership must be obtained prior to initiating any fundraising activities and the approval must be reflected in the minutes of that meeting. For each fundraising activity or event, the association must prepare and give to the Principal and membership, in a timely manner, a brief written statement showing the total amount of expenses and net proceeds.

4.1. The executive board must prepare a Fundraising Activity Report after each fundraiser which must include the total amount of funds received and the related expenses. The report must describe the program goals for which the funds will be used to support.

4.2. Fundraising Activity Reports must be distributed to the general membership during the general meeting following the conclusion of the fundraiser.

4.3. A copy of the report must be provided to the principal no more than five school days after the conclusion of the fundraiser.

Section 5 Capital Budgeting

5.1. The Executive Board and general membership may approve a budget that defines a long term capital expense and allows funds to be accumulated toward that expense over a period of greater than a budget year.

5.2. The Executive Board and general membership may also compel the establishment of a savings account in connection with the bank checking account. The savings account will be established for the sole purpose of supporting the academic and enrichment programs at P.S. 939 in the event there is insufficient public funding to support said activities. The target amount for said savings account and reserve is \$50,000. Any funds must be withdrawn from the savings account and deposited to the P.S. 939 association checking account and said funds are governed under the signatories and oversight rules as specified Sections 2 and 3 above.

Section 6 Audit

6.1. The president shall request volunteers to form an audit committee of three to five persons, as necessary. Executive board members who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

6.2. The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them.

6.3. Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

6.4. 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

7.1. The treasurer shall prepare the Interim PA Financial Report by January 31 and the Annual PA 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.

7.2. The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Section 8 Management of Funds

8.1. Accurate books reflecting the current status and documentation related to every transaction must be maintained at the school, i.e., canceled checks, deposit receipts, purchase orders, invoices, association minutes related to the expenditure, etc.

8.2. Association members may only be reimbursed for approved budgeted association expenses if they submit itemized receipts and an authorized reimbursement form. The check is made payable to the association member, and the expense is otherwise authorized according to these bylaws.

8.3. Writing checks to “petty cash” or “cash” and the use of withdrawal slips and ATM cards are strictly prohibited. Doing so is a violation of Chancellor’s Regulation A-660.

Section 9 Records Review

9.1. All association financial records must be available for visual inspection by any member of the association upon request with reasonable notice, and at a mutually agreeable time. Any association member may submit a written request to the executive board, identifying the specific records to be reviewed.

9.2. The executive board must provide an opportunity for members to review requested documents within a reasonable period of time.

9.3. Reviews of financial records must be conducted in the presence of the executive board and two general members not affiliated with the request. A review sheet that lists the assessed documents must be signed by all the members present. Upon request, the executive board must make every effort to provide members with copies of the documents reviewed.

Article VIII – Grievance

Any grievance must be filed in writing with documentation, if any, and with any laws or regulations violated, if known. Grievances must be filed within thirty (30) days of event or knowledge thereof. Grievances must be channeled through the necessary chain of command internally; association executive board, SLT, School Principal, in a first attempt to resolve disputes internally. When all avenues of internal dispute resolution have been exhausted, the association may request assistance from the appropriate Presidents’ Council. Presidents’ Councils may request assistance from FACE or the appropriate superintendent. In extraordinary instances where the association is unable to resolve a dispute even after receiving assistance from the appropriate Presidents’ Council, FACE will issue a final decision.

Article IX – Conflicts of Interest

Association members who are employed in the school may not vote or otherwise participate in:

- Personnel matters, including tenure recommendations and screening committees for selecting supervisors and administrators;
- Selection of or service as parent representatives to committees;

· Service as parent representatives on the Nominating Committee, as an Officer of the association, or as members of the Executive Board. School employees may serve as liaison to the association's Executive Board. If an association member or a member of the association member's family or household has a financial interest in a contract or other matter before the association, the member must disclose such interest before any vote on the matter, and placed in the minutes of the meeting at which the disclosure was made. Any member of the association who has a conflict of interest shall be ineligible to vote on that matter.

Article X – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the 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 years.

Article XI – Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning 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.

All provisions of these bylaws are pursuant 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 membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on November 30 2020.

Filed on: December _____, 2020