

**BYLAWS**  
**OF**  
**Central Park East II Parents Association**

APPROVED BY THE MEMBERSHIP ON *[date of approval]*

Alissa Feck  
PRESIDENT'S NAME

*Alissa D. Feck*  
PRESIDENT'S SIGNATURE  
3/3/17  
DATE

Alex Down  
OFFICER'S NAME

*AM*  
OFFICER'S SIGNATURE

Secretary  
TITLE

3/3/17  
DATE

## Article I - Name

The name of the association shall be the **Central Park East II (CPEII) Parents Association**

## 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 Promote and help develop a cooperative working relationship between the parents and staff of our school;
- To develop parent leadership and build capacity for greater involvement;
- To foster and encourage parent participation on all levels;
- To provide opportunities and training for parents to participate in school governance and decision-making.

## Article III - Membership

### Section 1 Eligibility

Membership in the association shall be limited to Parents of students currently attending **CPE II** are automatically members of the **CPE II Parents 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 **CPE II**. Parents of a child who is attending **CPE II** full time while on the register of a citywide program are eligible to be members of the **CPE II Parents 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. We currently, are not requesting any dues.

### Section 3 Voting Privileges:

Each parent or legal guardian of a child currently enrolled at **CPE II** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

## Article IV – Officers

Section 1 Titles

The officers of the association shall be: president, recording secretary, treasurer, **Vice-President, Vice-President of Parent Services (Membership Committee), Vice President of Communications**. 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 /legal guardian of a child attending **CPEII**.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. Eligibility for office is limited to parents, legally appointed guardians or persons in parental relation who are not employed at CPEII are eligible to run for any office. Officers shall be elected by the second Friday in June for a one year term beginning July 1,

Term limits for each officer position of the association shall be **two** consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

President: The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board.

Recording Secretary: The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary 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. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be

one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer 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. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

**[Duties of office must be listed for all officer positions named in Article IV, Section**

Vice President: The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of association records to the incoming executive board.

Vice-President of Parent Services (Membership Committee): The vice-president of parent services shall recruit the class parents at the end of the year (June) or beginning of the school year (September) and work with them to help foster participation in the parents association. They will also work on the Family Handbook and make sure that it is accurate for the current year. The vice-president of parent services shall communicate the weekly PA notes to the class parents.

Vice President of Communications: The vice-president of Communications shall create all communication to the parents. They will write content for the website and also work on the Family Handbook. The vice-president of communications shall work with the VP of Parent services to write the content for the weekly PA notes to the class parents.

Vice President – Liaison to the Middle School: The vice-president – Liaison to the Middle School will ensure that the interests and concerns of the Middle School are communicated to the Executive Board and general PA membership. The Liaison to the Middle School will also be responsible for ensuring that PA communications are distributed in purple folders when appropriate, that signs are posted in the Middle School when appropriate, and that other site-specific communications are handled properly.

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. In the event that not all non-mandatory officer positions are filled, an expedited election to fill these positions **can** be held in the fall. The election should be held by October 30<sup>th</sup>. This election should follow the process outlined in Section 4.6 Expedited Election Process.

Employees of **CPE II** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending **CPE II**.

- 4.1. Nominating Committee: A nominating committee must be established during the **March** general membership meeting. The nominating committee shall consist of two to three 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 **CPE II** 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 translated into languages spoken by parents in the school whenever possible. The distribution date shall 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.
- 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 languages spoken by parents other than English.

- 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. For example, a vacancy in the position of 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 resignation to the recording secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be:

**President**

**Secretary**

**Treasurer**

**Vice President**

**Vice President of Parent Services**

**Vice President of Communication**

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.

Section 5 Education Council Selectors

In the case of co-presidents, the recording secretary and/or the treasurer, 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 PA Records must be maintained for 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 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 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 **[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, date and times as determined by the executive board officers. The meetings should be scheduled by October 1<sup>st</sup> following their election.

Section 3 Voting

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

Section 4 Quorum

4 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, alternating between the **first Friday of the month at 8:30 am** unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following Friday or the **second Wednesday of the month at 6 pm**, 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 send at least ten calendar days prior to the scheduled meeting.
- 1.2. All PA general meetings must be held in the association's home school. 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 shall be [*may be adjusted*]:

- 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
- Adjournment

Section 3 Quorum



A quorum of **8** – **The quorum for a general membership meeting must consist of representation by at least 8 association members, including a minimum of 2 executive board members and 6 parent members.** members of the association shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any association meeting must be made available to any member upon request. Minutes will be posted to the [www.cpe2.org](http://www.cpe2.org) website.

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 what the topic of the meeting will be.

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

Section 6 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

1.1 The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following [**Below are suggested standing committees. The association must vote to determine which standing committees to include in the bylaws.**]:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies,

budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Audit: The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

IT: The IT committee shall manage the website – infrastructure and content. They will also manage the email distribution lists, the google calendar and the student google accounts.

## Article VIII - Financial Affairs

### Section 1 Fiscal Year

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

### Section 2 Signatories

The co-presidents, treasurer, secretary shall be authorized to sign checks. All checks require at least 2 signatures. The 2 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 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.
- 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. If the deposit will not be made within 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 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.

o The executive board is authorized to make an emergency expenditure not to exceed **\$1,000.00** with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes:

- **Childcare/ food for unforeseen meetings**
- **Emergency repairs,**
- **Time sensitive unforeseen expenditures**

3.4 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 association to accept this action.

#### Section 4 Audit

4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. 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.

- 4.2 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.
- 4.3 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.
- 4.4 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 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenses, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 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 one other officer shall transport all funds to the bank. Depositors 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, receipts, etc., shall be maintained and secured on school property.

## Article IX – 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 on 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 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education regulations.

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 *[insert date of meeting when amendments were last approved]*.

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
(Month) (Day) (Year)

Filed with the Principal on \_\_\_\_\_  
(Month) (Day) (Year)