



BYLAWS

OF THE

BROOKLYN TECHNICAL HIGH SCHOOL PARENT ASSOCIATION

(TECH PA)



APPROVED BY THE GENERAL MEMBERSHIP ON ^{June} ~~May~~, 20 2024 *Y*

[Signature] *Roberts*

PRESIDENT

6/20/24

DATE

[Signature]

CO-RECORDING SECRETARY

6/20/24

DATE

[Signature]

06/20/2024

CO-RECORDING SECRETARY

DATE



Article I – Name

The name of the parent association shall be Brooklyn Technical High School Parent Association (“Tech PA”).

Article II – Objectives

The objectives of the Tech PA include, but are not limited to, raising funds to further the education of the children attending Brooklyn Technical High School (13K 430) through-engaging and profitable activities in a safe and friendly environment, and to establish a close relationship between home and school by advancing the opportunity for all parents to become involved in the Brooklyn Technical High School community. The Tech PA sponsors assistance to teachers and other staff members, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a transparent forum for sharing information on issues that impact our children.

To achieve our objectives, the Tech PA will:

1. Develop parent leadership and build capacity for greater involvement;
2. Foster and encourage parent participation on all levels;
3. Develop a cooperative working relationship between the parents and staff of Brooklyn Technical High School;
4. Provide opportunities and training for parents to participate in school governance and decision-making;
5. Provide support and resources to Brooklyn Technical High School for the benefit and educational growth of the students; and
6. Regularly communicate with members of the Tech PA through electronic and written communications.

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of Brooklyn Technical High School is automatically a member of the Tech PA.
2. Parents of a child who is attending Brooklyn Technical High School full time while on the register of a citywide program are eligible to be members of the Tech PA.
3. The term “parent” is defined as any person in a parental or custodial relationship to the student, which includes the following:
 - a. Birth parent;
 - b. Adoptive parent;
 - c. Foster parent;
 - d. Step-parent;

- e. Legally appointed guardian; and
- f. Person(s) in parental relation.¹

At the beginning of each school year, the Tech PA shall send a welcome letter or email to inform parents of children attending Brooklyn Technical High School of their automatic Tech PA membership status and voting rights.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership of the Tech PA.
2. Members may be requested to make a voluntary donation in an amount to be determined by the Executive Board (defined below).

C. Voting Privileges

1. Every parent of a student currently enrolled at Brooklyn Technical High School shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest Policy and restrictions outlined in the New York City Department of Education Regulation of the Chancellor A-660 (CR A-660).
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. The election of officers must only be conducted in an in-person meeting or using a virtually remote platform. Conducting elections in a hybrid meeting is not permitted.

Article IV – Officers

A. Titles

1. The mandatory officers of the Tech PA shall be: President or Co-Presidents, Recording Secretary or Co-Recording Secretaries, and Treasurer. The Tech PA must elect the mandatory officers (President, Recording Secretary, and Treasurer) in order to be a functioning parent association. The mandatory officers above will automatically serve as the Board of Directors for the purposes of the Federal Not-For-Profit Status 501(c)(3).
2. Non-mandatory officers of the Tech PA may consist of, but are not limited to, the following: Assistant Treasurer, Corresponding Secretary or Co-Corresponding Secretaries, Vice President or Co-Vice Presidents of Fundraising, Vice President or Co-Vice Presidents of Communications, Vice President or Co-Vice President of Events and Volunteers, Vice President or Co-Vice Presidents of Diversity and Community

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

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Engagement, Senior or Co-Senior Vice Presidents, Junior or Co-Junior Vice President, Sophomore or Co-Sophomore Vice President, and up to five Freshman Parent Members at Large.

3. There shall be no qualification requirements for any parent to be an office holder of the Tech PA, other than to be a “parent” as defined above, and that parents who serve in the officer positions of Senior Vice President, Junior Vice President, Sophomore Vice President, and Freshman Parent Member at Large shall be a parent of a student in the respective grade that the parent represents. The eligibility of a member may be limited however by the Conflicts of Interest Policy and restrictions outlined in CR A-660.
4. All officer positions, except Treasurer, can be filled as a single position or as co-positions. Co-officers are not required, but allow for two candidates that would like to share the responsibilities of such an officer position. All further references within this document to an officer position automatically includes the co-positions where applicable.
5. Co-officers must run together as a slate in order to serve together. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

B. Term and Term Limits

1. The term of office shall be no more than twelve (12) months beginning July 1st and ending June 30th.
2. Term limits for each officer position of the Tech PA shall be five (5) consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve additional terms if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

1. **President or Co-Presidents:** The duties of the President shall include, but are not limited to, the following:
 - a. Preside at all meetings of the Tech PA;
 - b. Be an ex-officio member of all Tech PA committees, except for the Nominating Committee and the Audit Committee;
 - c. Enforce the bylaws of the Tech PA;
 - d. Appoint Tech PA committee chairpersons where required, with the approval of the Executive Board;
 - e. Carry into effect all resolutions of the Executive Board and the general membership of the Tech PA;
 - f. Encourage meaningful participation in all parent and school activities;
 - g. Provide opportunities for members’ leadership development;

- h. Delegate responsibilities to members of the Tech PA as needed;
- i. Attend all regular meetings of the Presidents' Council or, alternatively, designate a member of the Executive Board of the Tech PA (the "Designee") the task of serving on the Presidents' Council. The Designee shall provide a full report to the President of the matters addressed and their resolution at the Presidents' Council meeting, which report shall be provided to the President before the next regularly scheduled Executive Board meeting;
- j. Be a mandatory member of the School Leadership Team;
- k. Meet and confer regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the General Membership meetings;
- l. Be one of the eligible signatories on checks;
- m. Negotiate and execute agreements on behalf of the Tech PA when so authorized by the general membership; and
- n. Assist with the June transfer of Tech PA records, including all pertinent user IDs and passwords, to the incoming Executive Board.

2. **Recording Secretary or Co-Recording Secretaries:** The duties of the Recording Secretary shall include, but are not limited to, the following:

- a. Record minutes at all Tech PA meetings;
- b. Prepare notices, agendas, sign-in sheets (including taking attendance of Executive Board Members during Executive Board and General Meetings), and materials for distribution (including meeting reminders);
- c. Prepare and read the minutes at Tech PA meetings;
- d. Prepare and distribute draft copies of the minutes for review and approval by the general membership and post approved minutes on the Tech PA website;
- e. Maintain the custody of the Tech PA's records on Brooklyn Technical High School's premises;
- f. Incorporate all amendments into the bylaws;
- g. Ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
- h. Be one of the eligible signatories on checks;
- i. Be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Tech PA;
- j. Incorporate all amendments into the bylaws and ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office and posted on the website of the Tech PA; and
- k. Assist with the June transfer of Tech PA records, including all pertinent user IDs and passwords, to the incoming Executive Board.

3. **Treasurer:** The duties of the Treasurer shall include, but are not limited to, the following:

- a. Be responsible for all financial affairs and funds of the Tech PA;
 - b. Maintain on Brooklyn Technical High School's premises an updated record of all income and expenditures or on electric form using dedicated accounting software;
 - c. Be one of the eligible signatories on checks;
 - d. Adhere to and implement all financial procedures established by the Tech PA;
 - e. Prepare and present a written report of all transactions at every Executive Board and general membership meeting (which includes income, refunds, reimbursements, and other expenditures, and opening and closing balances for the reporting period);
 - f. Prepare the Tech PA's interim and annual financial reports;
 - g. Make available all books and financial records for viewing by members upon request and for audit;
 - h. Ensure all tax returns are filed for the Tech PA in a timely manner in accordance with IRS guidelines;
 - i. Familiarize himself or herself with the rules and procedures for tax-exempt Non-Profit Organizations; and
 - j. Assist with the June transfer of Tech PA records, including all pertinent user IDs and passwords, to the incoming Executive Board.
4. **Assistant Treasurer:** The duties of the Assistant Treasurer shall include, but are not limited to, the following:
- a. Assist the Treasurer with all duties under the direction of the Treasurer;
 - b. Monitor that all proper documentation is filed for Tech PA records (e.g., cash donation receipts, reimbursement forms, etc.);
 - c. Assist with counting and depositing of funds into the Tech PA's checking account, and assist in preparation of monthly, interim, and annual financial reports; and
 - d. The Assistant Treasurer shall assume the Treasurer's duties in the temporary absence or incapacity of the Treasurer or at the request of the Treasurer, President or one of the Co-Presidents..

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5. **Corresponding Secretary or Co-Corresponding Secretaries:** The duties of the Corresponding Secretary shall include, but are not limited to, the following:
 - a. Be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Tech PA; and
 - b. Send acknowledgement letters under the signature of the President to individuals and organizations that have made donations to the Tech PA within a reasonable period of time after receipt of a donation.
 6. **Vice President or Co-Vice Presidents of Fundraising:** The duties of the Vice President of Fundraising shall include, but are not limited to, the following:
 - a. Chair the Fundraising Committee;
 - b. Oversee all fundraising activities of the Tech PA and, specifically, the establishment of a sufficient committee structure to ensure adequate planning and execution of all Tech PA fundraising events, such as the annual auction, direct appeal, and solicitations;
 - c. Consult with the School Leadership Team regarding any curriculum-based initiatives for which fundraising would be appropriate;
 - d. Work directly with the Vice President of Events and Volunteers to encourage each class to elect an auction representative and a class fundraising representative; and
 - e. Assist with the June transfer of Tech PA records, including all pertinent user IDs and passwords, to the incoming Executive Board.
 7. **Vice President or Co-Vice Presidents of Communications:** The duties of the Communications Secretary shall include, but are not limited to, the following:
 - a. Chair the Communications Committee;
 - b. Assume the duties of the Recording Secretary in his or her absence or at the President's request;
 - c. Prepare notices, announcements, and memoranda to be distributed to the general membership; working with Brooklyn Technical High School's administration and PA to facilitate communications with parents via school and Tech PA websites, email and flyers;
 - d. Oversee the Tech PA's efforts to share information with Brooklyn Technical High School families and to publish written materials and, specifically, to ensure the maintenance and updating of the Tech PA website and newsletter including the appropriate use of email systems for communication with the parent body; and
 - e. Endeavor to make communications available in languages spoken by parents of children attending Brooklyn Technical High School whenever possible.

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8. **Vice President or Co-Vice Presidents of Events and Volunteers:** The duties of the Vice President of Events and Volunteers shall include, but are not limited to, the following:
 - a. Chair the Events and Volunteers Committee
 - b. Arrange for Tech PA events, such as meetings and seminars, to be placed on the Brooklyn Technical High School schedule;
 - c. Oversee the Tech PA's efforts to engage parents as volunteers;
 - d. Endeavor to ensure that the Tech PA is able to reach out to parents to learn their particular interests and their areas of expertise, and encourage them to become members of the Tech PA and to volunteer their time or services to Brooklyn Technical High School;
 - e. Endeavor to get parents involved in various events, including, but not limited to, the Teacher Appreciation Lunch, PA meetings, High School and College Fairs, Parent Workshops, Orientation Nights and Open Houses;
 - f. Assist the Brooklyn Technical High School Parent Coordinator with all new parent orientation efforts;
 - g. Maintain records or a database of Brooklyn Technical High School volunteers and make these records and/or database available to all fundraising and event chairs and other members of the Tech PA as necessary;
 - h. Coordinate preparation of the New Parent Information Packet with the Brooklyn Technical High School Parent Coordinator and the Membership Committee; and
 - i. Arrange for sign up pages (online or on paper) so that parents can commit to volunteering for specific time periods on event days.

 9. **Vice President or Co-Vice Presidents of Diversity and Community Engagement:** The Diversity and Community Engagement Committee has been established to contact and engage the diverse parent population at Brooklyn Technical High School. The Tech PA is committed to hearing the voice of every parent in order to engage parents and foster parent participation. The Tech PA endeavors to build empathy, resilience, and community by exploring, understanding, and valuing our differences. The duties of the Vice President of Diversity and Community Engagement shall include, but are not limited to, the following
 - a. Chair the Diversity and Community Engagement Committee
 - b. Planning events and programs to promote a just, diverse, and inclusive community, including but not limited to the Tech PA Lunar New Year Celebration;
 - c. Research and present programs and discussions with faculty, administrators, alumni and students, that involve the exploration of noteworthy art, books, film, and community building activities of a diverse nature; and

- d. Identify and encourage parents from all backgrounds to run for leadership positions in the Tech PA.

10. Senior Vice President, Junior Vice President, Sophomore Vice Presidents OR

Co-Vice Presidents:

The duties of the Senior Vice President, Junior Vice President and Sophomore Vice President shall include, but are not limited to, the following:

- a. Represent the interests of the parent body of the senior, junior, and sophomore classes, respectively;
- b. Assist the President in the execution of their duties as they pertain to their respective grades;
- c. Perform leadership roles in multiple Tech PA committees; and
- d. Actively participate in the Fundraising Committee or the Communications Committee or both.

11. Freshman Parents at Large (Total of Five):

The five Freshman Parents at Large shall represent the interests of the parent body of the freshman class. The Freshman Parents at Large shall participate actively in at least one Tech PA committee to develop the knowledge and experience to serve in a leadership role in future Tech PA Executive Boards.

D. Election of Officers

1. With the exception of the Five Freshman Parents at Large, 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 Tech PA to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1. Candidates need not be present on election day.
2. Employees of New York City Department of Education may not serve as members of the Executive Board. This restriction applies equally to employees who have a child currently attending Brooklyn Technical High School.
3. Co-officers must run together as a slate in order to serve together.

4. Nominating Committee

A Nominating Committee must be established during the April monthly general membership meeting. The Nominating Committee shall consist of three (3) to five (5) members of the Tech PA, none of whom plan to run for office.

The Nominating Committee shall solicit nominations for candidates from the general membership, and individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide

an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents of children attending Brooklyn Technical High School whenever possible. The Nominating Committee will also be responsible for conducting the election meeting.

The duties of the Nominating Committee shall include, but are not limited to, the following:

- a. Canvassing the membership for eligible candidates;
- b. Preparing and distributing all notices of any meeting pertaining to the election process;
- c. Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- d. Verifying the eligibility of all interested candidates prior to the election;
- e. Scheduling the election at a time that ensures maximum participation;
- f. Ensuring that only eligible members receive a ballot for voting; and
- g. Ensuring that the election is certified by Brooklyn Technical High School's principal or designee immediately following the election.

If a Nominating Committee cannot be formed, the Tech PA 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.

5. 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 of children attending Brooklyn Technical High 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.

6. Contested Elections and the Use of Ballots

- a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in all languages spoken by parents of children attending Brooklyn Technical High School.
- b. For in-person voting, 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.

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- c. For virtual remote platform voting, a printed record of electronic ballots must be maintained among the records of the Tech PA and be made available upon request. Ballots must be counted immediately following the conclusion of voting and in the presence of at least three observers from the general membership.
 - d. Ballots must not be removed from Brooklyn Technical High School. The Organization must retain ballots or the records of votes for an election conducted via virtual remote platform, on Brooklyn Technical High School's premises for one (1) year following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later.

7. Uncontested Elections

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

8. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary and immediately turn over all Tech PA records. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

- a. When an office cannot be filled through succession, by the next highest-ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher-ranking office.
- c. The ranking of officers for succession to President shall be:
 - i. Treasurer
 - ii. Recording Secretary

9. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest-ranking officers as listed in the order of succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Article IV, Section 6 of these bylaws.

10. School Leadership Team Parent Member Elections

Parent representation on the School Leadership Team (“SLT”) is vital to ensure that parents are included in the development of Brooklyn Technical High School’s Comprehensive Educational Plan (“CEP”) and that the needs and priorities of the school are reflected in the goals of the PA. The parent members of the PA must elect the parent representatives to the SLT (See Chancellor’s Regulation A-655). The election of parent members to the School Leadership Team may take place during the same meeting as officer elections.

- a. Once the election of officers has concluded, the election of parent members to the School Leadership Team may begin.
- b. The election of parent members to the School Leadership Team should follow the same or similar election procedure as officer elections.

11. Fall Elections

The positions subject to Fall election are the five Freshman Parents at Large. Nominations shall be taken from the floor at the General Membership Meeting in September. Elections shall be held at the General Membership Meeting in October. The Freshman Parents at Large shall serve a term beginning with their election and concluding on June 30 of the same school year. Candidates need not be present on election day.

12. Election Grievances

Individuals who believe an election was conducted improperly may submit an election grievance to the superintendent’s office, with a copy to the New York City Department of Education Family and Community Empowerment (“FACE”) team at ElectionGrievances@schools.nyc.gov, and the appropriate Presidents’ Council. Because it is important for the functioning of the Tech PA that election results be determined with finality in a timely manner, the rules applicable to election grievances are different from those that apply to other complaints and disputes.

Election grievances must be submitted and will be responded to in writing, in a timely manner as defined in these bylaws. Grievances will be sustained only if there is a specific and material violation of either CR A-660 or these bylaws.

1. Filing an election grievance - All election grievances:

- a. Must be submitted in writing and must state the name of the complainant(s) and include a telephone number or email address where they may be contacted. Anonymous complaints and in-person or telephone complaints will not be accepted.
- b. Must be submitted no later than 5 days after the election meeting or announcement of results if later.
- c. Must allege a specific, material violation of CR A-660 or the Tech PA bylaws.

2. Election grievance decision:

- a. No later than 10 days after receiving the grievance, the superintendent will issue either a written decision or a notification that the grievance has been

referred to FACE.

- b. The superintendent may request assistance from the appropriate Presidents' Council in investigating the election or rendering a decision.
- c. If the election grievance is referred to FACE, a written decision will be rendered no later than 10 days after the referral. The decision of FACE is final and binding.

3. Appeal of election grievance decisions:

- a. Decisions of the superintendent may be appealed to FACE. Appeals must be submitted in writing no later than five days after the decision.
- b. FACE will, within 5 days of receiving the appeal, issue a letter affirming, reversing, or modifying the superintendent's decision. Grounds for reversal/modification are limited to:
 - A mistaken interpretation of CR A-660 or of the Tech PA bylaws.
 - Failure to follow the grievance procedures outlined in this regulation.
 - New information becoming available that was not available at the time the superintendent rendered his/her decision.
- c. The decision of FACE is final and binding. All decisions will be made available to the public upon request. When appropriate, personally identifiable information will be deleted from issued decisions

13. Disciplinary Action

1. Grounds for Removal from Office

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues three (3) unexcused absences from Executive Board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Tech PA or larger Brooklyn Technical High School community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. Officer Removal

Tech PA officers may be removed for unsatisfactory performance by recommendation of the Executive Board or a motion from a member and two-thirds vote of the membership in attendance. As mentioned above, any Tech PA officer who fails to attend three Executive Board or general meetings in a school year without good cause following written notice from the Executive Board shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present and voting.

3. Removal Process

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- a. The motion to remove an officer and the vote on removal must not occur during the same meeting.
 - b. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Tech PA with a recommendation in writing, within thirty (30) days of the motion to remove an officer. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
 - c. The meeting notice must include the vote on removal.
 - d. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the superintendent's office.

Article V – Executive Board

A. Composition

The Executive Board shall be composed of the elected officers or co-officers of the Tech PA. The Executive Board may also include chairpersons of standing committees. Chairpersons who are not elected members of the Tech PA may participate in the business of Executive Board committee meetings but may not vote. Officers shall be expected to attend all Executive Board meetings.

B. Meetings

The executive board shall meet monthly, either in person, virtually or hybrid, September through June, on the Second Tuesday of every month at 7:00 PM, unless such date falls on a legal or religious holiday, or the Executive Board agrees on a different date and time, in which case the meeting shall be held on the following or previous Thursday, or a date and time mutually agreed to by the Executive Board and properly promulgated to the membership at least ten days in advance. If the Tech PA conducts a parent event over a weekend, an Executive Board meeting of the Tech PA may be convened in conjunction with that event in place of the regular Thursday meeting.

C. Voting

Each member of the Executive Board shall be entitled to one vote.

D. Quorum

Seven (7) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

E. June Transfer of Records

The Tech PA must maintain the following records for a minimum of six (6) years: bylaws and related amendments, meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. See Article XI for the Tech PA's comprehensive

Record Retention Policy. Outgoing Executive Board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected Executive Board members. Transfers must occur on Brooklyn Technical High School's 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 Borough High Schools Presidents' Council Brooklyn ("BHSPCB") during this process.

Article VI – General Membership Meetings

A. General Membership Meetings

General membership meetings of the Tech PA shall be held monthly, September through June, on the third Thursday of the month; at 6:00PM, unless such date falls on a legal or religious holiday, or the Executive Board agrees on a different date and time, in which case the meeting shall be held on the following or previous Thursday or a date and time mutually agreed to by the Executive Board and properly promulgated to the membership at least 10 days in advance. If the Tech PA conducts a parent event over a weekend, a general meeting of the Tech PA may be convened in conjunction with that event in place of the regular Thursday meeting. Written notice of each membership meeting shall be distributed in languages spoken by parents with children attending Brooklyn Technical High School, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.

1. All general membership meetings must be held in the Tech PA's home school in person, virtually or hybrid.
2. Committee meetings may be held at locations convenient to the members but may not be held in private homes. Such meetings may also be held in person, virtually or hybrid.
3. All eligible members may attend and participate in general membership meetings.
4. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Open Meetings Practices

The general public and press may record by photograph, audio, video or digital means. In order to prevent disruptions to our Tech PA meeting, people who use the aforementioned means must remain in the back of the room with their equipment. In addition to this, all equipment used must be silent, the taking of closeup images of Tech PA members is prohibited, and a flash is not permitted. The Tech PA shall record or stream all meetings and post such recordings of meetings and all documents within a reasonable amount of time. All recordings done by the Tech PA shall remain the property of the Tech PA.

C. Order of Business

The order of business at meetings of the Tech PA, unless changed by the Executive Board, shall be:

1. Call to Order
2. Reading and Approval of Minutes
3. President's Report
4. Treasurer's Report
5. Principal's Report
6. School Leadership Team Report
7. Committee Reports
8. Old Business
9. New Business
10. Adjournment

D. Quorum

A quorum of at least fifteen (15) Tech PA members, including a minimum of seven (7) Executive Board members and eight (8) parent members, shall be required in order to conduct official Tech PA business. The quorum for a hybrid meeting requires at least one executive board member in attendance on Brooklyn Technical High School's premises.

E. Minutes

Proposed minutes of the previous General Membership meeting shall be distributed by the Recording Secretary at the next General Membership meeting. The proposed minutes shall also be available on paper and presented for approval at the subsequent General Membership meeting. Such proposed minutes shall be amended as necessary and voted on by the General Membership. Minutes need not be taken at committee and Executive Board meetings, but each committee chair must provide regular updates at general membership meetings.

F. Special Membership Meetings

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 forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

Upon receipt of a written request from twenty-five (25) Tech PA members, the President must call a special membership meeting within five (5) calendar days of the request and provide forty-eight (48) hours written notice to parents.

G. 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:

The President, where required, will appoint standing committee chairpersons with the approval of the Executive Board. All committee chairpersons may attend Executive Board meetings, but only chairpersons who are also elected members of the Executive Board may vote on Executive Board issues. The standing committees of the Tech PA shall include Audit, Budget, Communications, Fundraising, Diversity and Community Engagement, Events and Volunteers and Nominating. Additional ad-hoc committees may be established by Executive Board approval.

A. Standing Committees

1. **Audit:** The responsibilities of the Audit Committee shall include but not are limited to:
 - a. Conduct an internal audit of all financial affairs of the Tech PA when needed or as determined by these bylaws;
 - b. Review as needed all financial records; and
 - c. Prepare written reports of its findings.
2. **Budget:** The responsibilities of the Budget Committee shall include but are not limited to:
 - a. Prepare a written review of the prior year's budget and a draft a proposed budget each spring for presentation and approval by the membership.
3. **Communications:** The Vice President / (Co-Vice Presidents) of Communications shall be the chair of the Communications Committee and shall be a member or members of the Executive Board. The responsibilities of the Communications Committee shall include but are not limited to:
 - a. Be responsible for disseminating critical information to parents and encouraging parent engagement through recruitment and outreach;
 - b. Coordinate outreach efforts with the Assistant Principal for Parent and Student Engagement when possible;
 - c. Shall maintain the Tech PA website and its social media tools; and
 - d. Shall send a regular newsletter to all Tech PA members. The newsletter may contain a list of Executive Board members, upcoming Tech PA meeting dates, noteworthy student and parent events, new school policies, budget matters, and any other material deemed appropriate by the Tech PA. These communications shall be in electronic format, circulated to the parent and guardian community by e-mail.
4. **Fundraising:** The Vice President / (Co-Vice Presidents) of Fundraising shall be the chair of the Fundraising Committee and shall be a member or members of the

Executive Board. The responsibilities of the Fundraising Committee shall include but are not limited to:

- a. Planning and managing fundraising activities and events throughout the school year, including coordinating the annual online auction, if any;
 - b. Applying for grants, and any other activities to raise funds for the PA; and
 - c. The Fundraising Committee chair shall lead the Annual Appeal.
5. **Diversity and Community Engagement:** The Vice President / Co-Vice Presidents of the Diversity and Community Engagement shall be the chair of the Diversity and Community Engagement Committee and shall be a member or members of the Executive Board. The Diversity and Community Engagement Committee has been established to contact and engage the diverse parent population at Brooklyn Technical High School. The PA is committed to hearing the voice of every parent/caregiver, as that is key to the success of Tech PA's mission to engage parents and foster parent participation. The Tech PA endeavors to build empathy, resilience, and community by exploring, understanding, and valuing our differences. See Article IV, Section C, Paragraph 8.
6. **Events and Volunteers:** The Vice President / Co-Vice Presidents of the Events and Volunteers Committee shall be the chair of the Events and Volunteers Committee and shall be a member or members of the Executive Board. The Events and Volunteers Committee has been established to oversee the Tech PA's efforts to engage parents as volunteers at Brooklyn Technical High School. The responsibilities of the Events and Volunteers Committee shall include but are not limited to:
- a. Engage with parents to encourage involvement with the Brooklyn Technical High School community and to become members of the Tech PA; and
 - b. Encourage parent participation in various events, including, but not limited to, the Teacher Appreciation Dinner, PA meetings, High School and College Fairs, Parent Workshops, Orientation Nights and Open Houses.
7. **Nominating:** See Article IV, Section D, Paragraph 4.
8. **Ad Hoc:** to accomplish a specific task or address a specific issue the Executive Board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Tech PA.

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

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The President, Treasurer, Assistant Treasurer and Recording Secretary shall be authorized to sign checks. All checks in excess of \$500 require at least two (2) signatures. The two (2) signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives, or members of the same household). A Tech PA member may not sign a check if she/he has any direct or indirect interest in the expenditure. No checks may be written payable to “petty cash” or “cash”.

C. Budget

1. Budget Process

The Executive Board shall be responsible for the development and/or review of the budget process, which includes:

- a. 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;
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting;
- c. The incoming Executive Board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time;
- d. The Executive Board must present the budget process for membership approval no later than the October meeting;
- e. The counting and handling of any cash, checks, or money orders received by the Tech PA must be completed by at least two (2) members of the Tech PA. These Tech PA members cannot be related by blood or marriage. Funds must be counted in Brooklyn Technical High School on the same day of receipt. The Tech PA's financial records must display the total amount of funds and the signatures of the Tech PA members who participated in counting the funds;
- f. The Tech PA may establish online access through the bank's online bill payment system for goods and services rendered. In addition, the Tech PA may use a debit card connected to the checking account as a method of payment. The debit card is to be used only to pay for goods and services that cannot be paid for by check. Paper checks, whether from a conventional checkbook or printed from financial software, remain the preferred instrument of payment for goods and services. Under no circumstance shall the debit card be used to withdraw funds from an ATM or to obtain cash in other ways, such as cash-back from a transaction. The Tech PA is absolutely prohibited from making payments using any person-to-person or instant payment systems such as Venmo, Zelle, GooglePay, etc;
- g. The Principal's written consent is required when a fundraising activity is held during school hours or on Brooklyn Technical High School property;

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- h. All funds should be deposited into the bank account by an authorized Executive Board member 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 Brooklyn Technical High School's premises. The Executive Board must obtain written acknowledgement from the Principal when Tech PA funds are secured in Brooklyn Technical High School. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence; and
 - i. Documentation related to every transaction must be maintained at Brooklyn Technical High School (e.g., cancelled checks, deposit receipts, purchase orders, Tech PA minutes related to the financial transactions, etc.) Documentation may be stored at Brooklyn Technical High School electronically.

2. Budget Amendment

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

3. Expenditures

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

4. Emergency Expenditures

The Executive Board is authorized to make an emergency expenditure not to exceed \$1,500 with a two-thirds approval of the Executive Board. Emergency expenditures are appropriate for purposes that are unexpected in nature and need to be addressed in a timely manner as determined by the Executive Board. These expenditures shall be reported to the general membership at the next Tech PA meeting in writing by the Treasurer. The minutes of the meeting must reflect a vote taken by the Tech PA to accept this action.

D. Audit:

It is recommended, but not required, that an internal audit be conducted once every year, preferably before submitting the Tech PA Annual Financial Report. However, failure to conduct an internal audit is not a reason to delay the filing of the Annual Financial Report. An internal audit should also be conducted whenever there is a change in the person holding the office of treasurer.

1. Audit Committee

The President shall request volunteers to form an audit committee of three (3) to five (5) persons of the general membership. Executive Board members who are not

eligible signatories on Tech PA checks may serve on the audit committee. The majority of the committee shall be comprised of general members if possible. As per CR A-660, it is recommended that Tech PAs with more than \$50,000 in net annual income hire a Certified Public Accountant (“CPA”) or a person with professional expertise in accounting, business, or a related field to conduct their internal audit. The individual selected should be knowledgeable of the laws, policies, rules, and regulations applicable to the Tech PA. This individual must not be a member of the Tech PA or relative of any Tech PA member or have any direct or indirect interest in the funds.

2. Duties

- a. The audit committee shall conduct an audit of all financial affairs of the Tech PA with the help of the Treasurer who shall make all books and records available to them.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Tech PA equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. 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.

A. Financial Accounting

1. Financial Report

The Treasurer shall prepare the Interim Financial Report by January 31st and the Annual 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.

2. Record Keeping

The Treasurer shall be responsible for all funds of the Tech PA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with CR A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The Treasurer and at least one (1) other officer shall transport all funds to the bank if possible.

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 Tech PA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on Brooklyn Technical High School’s premises.

Article IX – Conflicts of Interest Policy

A. Purpose

The purpose of the conflict-of-interest policy is to protect the interests of the Tech PA when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Tech PA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable Tech PAs.

B. Definitions

1. Interested Person

Any director, officer, member of a committee, or any other individual with Executive Board delegated powers, who has a direct or indirect financial interest (as defined below) is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Tech PA has a transaction or arrangement;
- b. A compensation arrangement with the Tech PA or with any entity or individual with which the Tech PA has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Tech PA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article IX, Section C.3, a person who has a financial interest may have a conflict of interest only if the Executive Board decides that a conflict of interest exists.

3. Family Relationship

A family relationship includes an individual's spouse, ancestors, children, grandchildren, great grandchildren, siblings (whether by whole or half-blood), and the spouse of children, grandchildren, great grandchildren, and siblings.

C. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors, officers, and members of committees with

Executive Board delegated powers considering the proposed transaction or arrangement.

2. Officers

- a. Officers may not have any direct or indirect interest in any business transaction, any financial interest, or any business dealing with Brooklyn Technical High School. Officers may not work for the Tech PA, directly or indirectly, at Brooklyn Technical High School during the school day or at an after-school, evening, weekend, holiday or summer program. Officers who own a business may not, directly or indirectly, do business with Brooklyn Technical High School during the school day or with an after-school, evening, weekend, holiday or summer program.
- b. In extraordinary circumstances, waivers may be granted by the New York City Department of Education Ethics Officer.
- c. Members who have a conflict of interest as described in Article IX, Section C.2.a. may not run for an officer position unless and until they obtain a waiver. Officers who have a conflict of interest as described in Article IX, Section C.2.a. are subject to removal from office if they fail to obtain a waiver.

3. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Executive Board or committee shall determine whether the Tech PA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested directors, officers, or members whether the transaction or

arrangement is in the Tech PA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

- a. If the Executive Board or committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

D. Records of Proceedings

1. Executive Board and Committee Minutes

The minutes of the Executive Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

E. Compensation

1. Voting

- a. A voting member of the Executive Board who receives compensation, directly or indirectly, from the Tech PA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Tech PA for services is precluded from voting on matters pertaining to that member's compensation.
- c. A voting member of the Executive Board who has a family relationship with an interested person who receives compensation from the Tech PA for

services is precluded from voting on matters pertaining to that interested person's compensation.

2. Provision of Information

No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Tech PA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

F. Annual Statements

Each director, officer, and member of a committee with Executive Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Tech PA is charitable and that in order to maintain its federal tax-exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

G. Periodic Reviews

To ensure that the Tech PA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

1. Included Subjects

The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management Tech PAs conform to the Tech PA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

H. Use of Outside Experts

When conducting the periodic reviews as provided for in Article IX, Section G, the Tech PA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.

Article X – Social Media Policy, Press Releases and Public Statements

- A.** The Tech PA maintains a social media presence as a means of communication with the families of Brooklyn Technical High School students. Social media account content should

relate to the promotion and support of their educational needs or agreed upon advocacy.

- B. All social media accounts shall be registered using a Tech PA email or Gmail address and contact information if possible. If an individual Executive Board member's information is used, the account remains the property of the Tech PA and will be transferred to an appropriate person during the June transfer of records or upon request of the President. Executive Board members posting on personal social media sites are prohibited from any representation that their personal posts represent the viewpoint of the Tech PA.
- C. The President or designee is the primary administrator of the social media accounts and is the sole party responsible for posting content and is entrusted with maintaining login information. No approval is required to post content from Brooklyn Technical High School, the New York City Department of Education, the New York State Education Department, the Citywide Council on High Schools, the Office of the Superintendent or the Tech PA or any of its subcommittees. All other content is subject to the approval of the President. Upon identifying objectionable content (including but not limited to ethnic or racial epithets, personal attacks, profanity, or inflammatory language) on any social media account, the member with login credentials shall immediately remove such content. Any content removal decision made may be appealed to the President.
- D. **Press Releases:** The President may issue press releases on matters of policy affecting *Brooklyn Technical High School and/or students and families, on behalf of the parent body.* If possible, the President shall advise and confer with members of the Executive Board prior to issuing a press release.
- E. **Public Statements:** The President may make public statements on matters of policy affecting Brooklyn Technical High School and/or students and families, on behalf of the parent body.
- F. **Nonpartisan:** Under no circumstances may the members of the Executive Board advocate for or against a partisan candidate in their official capacity as Executive Board members. Nothing in this section prohibits an Executive Board member from endorsing a partisan candidate in his/her personal capacity, provided that the board member does not invoke his/her position in the Tech PA or otherwise imply endorsement by the Tech PA. Further, nothing in this section prohibits the Tech PA from polling their members and advocating for or against legislation and/or policies that the members believe are in their interest.
- G. **Use of Disclaimer for all Social Media Accounts:** All present and future social media platforms will include the following disclaimer: "This platform is established to provide information and resources to families of Brooklyn Technical High School. The information or views posted on this page do not necessarily represent either the collective or individual views of members of the Tech PA or all persons of our community." Individual Tech PA members who choose to respond to comments on this page are speaking as individuals and not as representative of a consensus unless such consensus has been previously established by resolution. Any commenters who post to this page should adhere to guidelines for

professional decorum. Personal attacks, profanity, or any inflammatory rhetoric used will be held as grounds for removal of content. The administrators of this page reserve the right to remove any comments or material posted which do not adhere to the guidelines and cultivate the positive intent of this page.

Article XI – Record Retention Policy

- A. The Tech PA record retention policy ensures that necessary records and documents are maintained and protected. This policy is also intended to preserve the Tech PA’s history. Record retention applies to all records, whether paper, electronic, or other media.
- B. Individuals responsible for the retention of records are responsible for the destruction of records following the retention period. Documents should be destroyed in a manner such that all sensitive or confidential material can no longer be read. This means paper documents should be shredded and electronic documents should be erased or otherwise made unreadable.
- C. Tech PA financial records are the property of the Tech PA and do not belong to those who prepare such records. No member has a personal or property right to Tech PA financial records and no member may remove or copy such records for personal use.

D. Record Types and Retention Periods

Records are two types: (i) Tech PA financial records requiring retention for legal or audit purposes; and (ii) routine Tech PA and Executive Board records and meeting minutes.

1. Routine Records

Routine records should be retained by the Executive Board according to the table below to ensure the continuation of Tech PA policies. If the Executive Board has any doubt whether a record should be preserved, it should consult with the principal before destroying the record.

Corporate Records:

Articles of Incorporation	Permanent
Bylaws, including Amendments	Permanent
Minutes of Executive Directors Meetings	6 years
Minutes of General membership meetings	6 years
Minutes of Committee meetings	6 years
Election Records	Ballots six (6) months following the date of the election or until the determination of any grievance filed concerning the election, whichever is

later. Ballots must not be removed from Brooklyn Technical High School

Federal Tax Records:	
Form 990 and support	Permanent
IRS Exemption Application & Determination Letter	Permanent
State tax exemption	Permanent
Membership Records:	
Tech PA Membership list	6 years
All parent contact information	6 years
Fundraising Records:	
Fundraising Event budgets	6 years
Fundraising Event Activity reports	6 years
Grant Records:	
Grant Application and Reporting Forms	6 years

2. Financial Records

Financial records are calendar-driven; the retention period begins on the last day of the fiscal year that the records were created. Financial records must be maintained on school premises for a period of six (6) years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, ATM/Debit card use, and invoices.

Financial records must be easily retrievable for examination by authorized Tech PA officers, auditors, and others authorized.

This document retention policy must ensure that financial transactions and authorizations are fully supported if there is an audit or litigation. The Executive Board will periodically review the document retention policy for any changes needed in the policy and in the time periods for retention of documents.

Any destruction or disposal of Tech PA documents must stop whenever the Tech PA anticipates litigation or is the subject of a subpoena, governmental audit, or investigation. Once the Tech PA has notice of any of these, the Executive Board must preserve all documents and records (both hard copy and electronic) that may relate to the matter.

Article XII - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Tech PA 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 the New York City 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.

final

Co-Recording Secretary Signature

Print Name

Date

Filed with the Principal on _____
(Month) (Day) (Year)