



LaGuardia High School Parents Association  
100 Amsterdam Avenue  
New York, NY 10023

**BYLAWS  
OF  
THE FIORELLO H. LAGUARDIA HIGH SCHOOL OF  
MUSIC AND ART AND PERFORMING ARTS  
PARENTS ASSOCIATION**

APPROVED BY THE P.A. MEMBERSHIP - JUNE 2013

I

**NAME**

The name of this parents association will be: “The Parents Association of Fiorello H. LaGuardia High School of Music and Art and Performing Arts” and it shall also be known as “LaGuardia High School Parents Association Inc.” (the “PA”).

II

**OBJECTIVES AND POLICIES**

A. Objectives. The objectives of the PA are to provide support and resources to Fiorello H. LaGuardia High School of Music and Art and Performing Arts (“LaGuardia High School”) for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of LaGuardia High School; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

B. Policy.

1. Compliance. All business that is conducted by the PA will be in compliance with Regulation of the Chancellor A-660, dated June 26, 2012, as may be amended from time to time (“CR A-660”), all other applicable rules and regulations of the Department of Education and New York City and the laws of the State of New York.

2. Mode of Communication. PA notifications will be sent in a manner calculated to reach all parents. Email will be the primary mode of communication of the PA and will suffice as written communication.

III

**PA MEMBERSHIP**

A. Eligibility. Parents of students currently attending LaGuardia High School are automatically members of the PA. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents and persons in parental relation to a child currently attending LaGuardia High School. Parents of a child who is attending LaGuardia High School full time while on the register of a citywide program are eligible to be members of the PA. However, members of the Supervisory Staff at LaGuardia High School (principals, assistant principals and supervisors) may not be members of the PA at LaGuardia High School.

At the beginning of each school year, the PA will send a welcome letter to inform parents of their automatic membership status and voting privileges and will encourage their participation.

B. Participation.

1. Voting Privileges. Subject to the conflicts of interest described in Section III(B)(3) below, each member of the PA will be entitled to one vote at all PA meetings. Voting by proxy or absentee ballots is prohibited.

2. Restrictions. Members who are employed at LaGuardia High School may not serve as members of the Executive Board.

3. Conflicts of Interest. PA members who have a conflict of interest with their interests as PA members, including but not limited to any direct or indirect interest in any business transaction, any financial interest or any business dealing with LaGuardia High School, must disclose such interest to the membership and refrain from participation in any decision relating to that matter. The disclosure must be placed in the minutes of the meeting at which the disclosure was made.

## IV

### EXECUTIVE BOARD

A. Composition. The executive board of the PA will be comprised of Officers, Committee Chairs, Studio Representatives and a Freshman Representative (collectively, the “Executive Board”).

B. Titles.

1. Officers. The Officers of the PA will consist of: two (2) Co-Presidents, two (2) Co-Vice Presidents, one (1) Treasurer, one (1) Assistant Treasurer, one (1) Secretary, one (1) Assistant Secretary. Officers will be elected by majority vote of general members of the PA then present.

2. Committee Chairs. There are two (2) committees that are represented on the Executive Board: Academic Forum and Community Involvement. Committee Chairs will be elected by majority vote of the general members of the PA then present. The committees will be chaired as follows:

a. Academic Forum Committee: four (4) Chairs;  
and

b. Community Involvement Committee: two (2)  
Chairs.

3. Studio Representatives. There will be twelve (12) Studio Representatives, two (2) from each of the following six (6) studios: Art; Dance; Drama; Instrumental (Music); Technical Theater; and Voice (Music). Each Studio Co-Representative will be elected by majority vote of the members of the studio which they represent.

4. Freshman Representative. There will be one (1) Freshman Representative who will be elected by majority vote of general members of the PA at the first PA meeting of the fall term. The Freshman Representative must be the parent of a member of the freshman class at LaGuardia High School at the time of the first PA meeting of the fall term.

C. Term of Office. The term of office begins on July 1st and ends on June 30th, except for the Freshman Representative whose term will begin on the date of his/her election and end on June 30th. All officers will be elected for one term.

D. Eligibility. Eligibility for office is limited to parents, guardians or persons in parental relation to students currently enrolled at LaGuardia High School who are not employed at LaGuardia High School.

E. Voting Rights. Members of the Executive Board will each have one vote.

F. Duties of Officers.

1. Co-Presidents.

a. The Co-Presidents will preside at all meetings of the PA and will be ex-officio members of all committees, except the Nominating Committee.

b. The Co-Presidents will delegate responsibilities to other PA members and will encourage meaningful participation in all parent activities.

c. One Co-President will serve as a representative on the District 3 Presidents' Council, as decided by the Co-Presidents.

d. The Co-Presidents will both serve as members of the LaGuardia High School Leadership Team (the "SLT").

e. The Co-Presidents will meet monthly with the Executive Board members in accordance with these Bylaws to plan agendas and discuss school wide issues.

f. The Co-Presidents will each serve as signatories on checks written by the PA pursuant to Section IX(B) of these Bylaws.

g. The Co-Presidents will be responsible for the development and review of both the proposed budget and the budget process with the assistance of the Treasurer and approval of the Executive Board.

h. The Co-Presidents will assist with the June transfer of PA records to the incoming Executive Board.

## 2. Co-Vice Presidents.

a. The Co-Vice Presidents will assist the Co-Presidents and will assume the Co-Presidents' duties in their absence or at the Co-Presidents' request.

b. The Co-Vice Presidents will assist with the June transfer of PA records to the incoming Executive Board.

## 3. Secretaries.

a. The Secretaries will maintain the official record of the proceedings and actions of all PA meetings.

b. The Secretary will provide PA members with notices through e-mail and will prepare and distribute meeting agendas, minutes from past meetings and sign-in sheets at each PA meeting.

c. The Secretary will maintain custody of the PA's records and reports.

d. The Secretary will sign and incorporate all amendments into the Bylaws and will ensure that copies of the amended Bylaws are on file in the principal's office.

e. The Assistant Secretary will be responsible for reviewing, maintaining and responding to all correspondence regarding the PA.

f. The Secretaries will assist the Treasurer with the June transfer of all PA records to the incoming Executive Board.

g. Assistant Secretaries will assist the Secretary as requested.

#### 4. Treasurer.

- a. The Treasurer will be responsible for all financial affairs and funds of the PA.
- b. The Treasurer will also be responsible for maintaining an updated record of income and expenditures and will be one of the signatories on checks written by the PA.
- c. The Treasurer will adhere to and implement all of the financial procedures established by the PA.
- d. The Treasurer will prepare and present a written report of all transactions at every Executive Board and general PA meeting. This report will include income, refunds, reimbursements and other expenditures and opening and closing balances for the reporting period.
- e. The Treasurer will prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures and other transactions. These reports will be presented to and reviewed by the general PA membership. Copies of these reports will be provided to the principal.
- f. The Treasurer will make available all books or financial records for viewing by PA members upon request and for audit.
- g. The Treasurer will assist with the June transfer of all PA records to the incoming Executive Board.
- h. The Assistant Treasurer will assist the Treasurer in all of the above.

#### G. Duties of Committee Chairs and Representatives.

1. Academic Forum Co-Chairs. The Academic Forum Co-Chairs will represent the academic interests of all parents and support the academic faculty.
  - a. The Academic Forum Co-Chairs will convene regular meetings of the Academic Forum.
  - b. The Academic Forum Co-Chairs will meet with counterparts among LaGuardia High School faculty and administration and with all others involved in academic matters.
  - c. The Academic Forum Co-Chairs will issue reports and recommendations, as appropriate, to the Executive Board, to the general PA membership and to the LaGuardia faculty and administration.

2. Community Involvement Co-Chairs.

a. Community Involvement Co-Chairs will attend all regular meetings of the Manhattan Federation and district meetings as the Co-Presidents' designees.

b. Community Involvement Co-Chairs will follow education news in the city and state in order to keep the Executive Board and the PA well informed of current issues and actions that need to be taken.

3. Studio Co-Representatives.

a. Studio Co-Representatives will serve as a Co-Chair of the studio that they represent.

b. Studio Co-Representatives will serve as a liaison between the Executive Board and the studio constituents, administration and all others involved in studio matters.

c. Studio Co-Representatives will lead monthly meetings of the parents of their respective studios. Monthly studio meetings will be held either before or after PA meetings.

d. Studio Co-Representatives are responsible for the fundraising efforts of their respective studios and for maintaining compliance with all rules of LaGuardia High School and of the PA regarding such activities.

e. The Co-Presidents will notify the appropriate Studio Co-Representatives of any meeting with the LaGuardia High School Administration concerning the Co-Representatives' studio so that the Co-Representatives may be present to represent the interest of their studio.

H. Election of Officers.

1. Election Timing. Officers, Committee Chairs and Studio Co-Representatives will be elected by the last day of the school year.

2. Written Notice. The Executive Board will send an email notification to all PA members informing them of the date and time of the election meeting. The notice will be dated and distributed at least ten (10) calendar days before the election meeting. Election notices must include the following information:

a. A list of all available executive board positions.

b. An acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school.

c. The mechanism(s) by which parents can become candidates for PA office.

d. The date nominations close.

3. Determining Voter Eligibility. The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA prior to the distribution of each ballot. No one can vote on behalf of another member. Absentee ballots are prohibited.

4. Principal Notification. The principal must be notified of the date and time of the annual PA election by no later than April 1st.

5. Nominations from the Floor. Nominations may be taken from the floor for all offices immediately prior to the election. The names of nominees taken from the floor will be written in on the ballots by the members voting.

6. Candidate's Right to Address Membership. During the election meeting, candidates will be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another member may read the candidate's statement.

7. Presence for Vote. A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the Executive Board that she/he cannot attend the election.

8. Ballots. The Executive Board may use either written or electronic ballots for all elections. Where possible, ballots will contain instructions in the languages spoken by parents other than English.

9. Counting Ballots. Ballots will be counted immediately following the conclusion of voting and in the presence of any members and observers.

10. Retention of Ballots. The PA will retain all ballots on school 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.

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

12. Certification of the Election and Installation of Officers. The principal or his/her designee must certify that the nomination and election process was conducted in accordance with C.R. A-660 and these Bylaws by signing the PA Election Certification Form before the election meeting



is adjourned. The signed certificate must be retained by the Executive Board and a copy filed in the principal's office.

13. Vacancies.

a. *Notice:* The PA must notify the principal in writing of a vacancy in any Executive Board position within five (5) calendar days and whether the vacancy will be filled by succession or expedited election.

b. *Executive Board Vacancies Occurring Prior to the Start of the School Year:* If there are one or more Officer vacancies prior to the start of the school year, that are not a result of resignations, the remaining Executive Board members must conduct a special election, pursuant to Section IV(I)(15) hereof, by October 15th.

c. *Executive Board Vacancies Occurring After the Start of the School Year:* All Officer vacancies must be filled by succession of the next highest ranking Officer. The ranking of officers for succession purposes will be: Co-Presidents, Co-Vice Presidents, Treasurer, Secretary and Assistant Secretary. In the event that a mandatory office cannot be filled through succession, a special election, pursuant to Section IV(I)(15) hereof, must be held to fill the vacancy. Prior to such special election, the positions of Treasurer and Secretary will be filled by their respective assistants.

14. Resignations.

a. *Notice and Delivery of Records:* Officers who wish to resign from their positions once an election has been certified must do so in writing to a Secretary and must turn over all records to that Secretary upon delivery of such notice. In the event of the resignation of a Secretary, s/he must transfer records to one of the Co-Presidents.

b. *Resignation of a Co-Officer:* Upon resignation of a Co-Officer, the PA members must vote to determine if the remaining Co-Officer may fill the unexpired term on her/his own or whether a special election must be conducted. In the event that Co-Officers are next in line of succession to a vacant office, the Executive Board will vote to select which Co-Officer will be the successor.

15. Special Election Process. Special elections will be held when the PA is unable to fill a vacancy of a mandatory office by succession. Written notice will be dated and distributed to PA members at least ten (10) calendar days prior to a special election meeting. Nominations for all offices will be taken from the floor during the special elections. All vacancies must be filled by the conclusion of the next regularly scheduled meeting of the PA.

## V

**EXECUTIVE BOARD OPERATIONS**A. Meetings.

Executive Board meetings will be held on the third Tuesday of every month, September through June, at 6:30 pm and are open to all PA members. The general PA membership will be provided with written notice at least ten (10) calendar days prior to the meeting date. Upon notice to the general PA membership, the Executive Board may change the timing of any Executive Board meeting.

B. Voting.

Each member of the Executive Board will be entitled to one (1) vote.

C. Quorum.

Nine (9) members of the Executive Board will constitute a quorum allowing for official business to be transacted.

D. Education Council Selectors.

Selectors of the parent members of each CEC will be a Co-President, the Treasurer and the Recording Secretary. The remaining Executive Board members will vote to choose which Co-President will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

E. June Transfer of Records.

All PA records must be maintained for six (6) years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the Manhattan Federation, or any successor organization of PA presidents, during this process.

F. Disciplinary Action.

1. Removal for Absence. Any Officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by a two-thirds vote of the general PA membership. Prior to the vote on his/her removal, the Officer will be given the opportunity to submit a written explanation,

which shows good cause for not attending these meetings, for the general membership's consideration.

2. Removal for Unsatisfactory Performance. Executive Board Officers may also be removed for unsatisfactory performance through the process outlined below:

a. At any general PA membership meeting, a PA member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.

b. If the motion is approved by two-thirds of the assembled members, a review committee of at least three (3) PA members will be selected by a majority vote of the PA members then present. Executive Board members may not serve on the review committee.

c. The review committee will gather relevant information and present its findings in writing to the general PA membership, within thirty (30) calendar days of the date the motion was presented, in order to allow the members to make an informed decision about the motion for removal. The meeting notice and the meeting agenda will indicate that a vote will be taken by the general PA membership regarding the removal of an Executive Board member.

d. The result of the motion for removal must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

## VI

### SCHOOL LEADERSHIP TEAM

#### A. Elections.

The LaGuardia School Leadership Team ("SLT") election will be held at the same PA meeting as, but subsequent to, the election of the Executive Board.

#### B. Membership.

The Co-Presidents of the PA will automatically serve as core members of the SLT. All other SLT representatives will be elected by the general PA membership. One seat on the SLT will be reserved for a freshman parent to be elected at the first PA meeting of each academic year. No person employed at LaGuardia High School will be eligible to serve as a parent member representative on the LaGuardia SLT.

## VII

### GENERAL PA MEETINGS

#### A. Timing of Meetings.

General PA meetings will be held on the first Tuesday of each month, beginning in September and ending in June, at 6:00 or 7:00 p.m. In the event that a general meeting falls on the day of a school, legal or religious holiday or on a day that the Principal has declared is unsuitable for a PA meeting the Executive Board will schedule an alternative date and notify the general membership of the alternate day and time.

#### B. Notice.

Written notice of each general meeting will be distributed in all appropriate languages, when possible. Notice will be sent at least ten (10) calendar days prior to the scheduled meeting.

#### C. Meeting Procedure.

1. Attendance and Participation Eligibility. All members may attend and participate during general meetings and may address agenda items subject to restrictions in these Bylaws. Observers may speak and otherwise participate, if acknowledged by the Co-President or other Officer who is chairing the general meeting.

2. Quorum. A quorum of twenty-five (25) members of the PA will be required to conduct official business, including a minimum of two (2) Executive Board members and six (6) general members.

3. Resolution. A majority vote is required to adopt any motion, unless otherwise specified by these Bylaws.

4. Reporting. Minutes must be recorded at all general membership meetings. A draft of the minutes must be distributed at the next scheduled meeting for review and approval by the general PA membership.

5. Parliamentary Authority. All procedural questions not covered by these Bylaws will be governed by *Robert's Rules of Order - Newly Revised*, provided that they are not inconsistent with law, policy, regulation or these Bylaws.

#### D. Order of Business

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

- Call to Order and General Announcements from the Co-Presidents
- Principal's or Parent Coordinator's Report (when they request time)
- Approval of Minutes
- Treasurer's Report
- Guest Speaker/Speakers
- School Leadership Team Report (As needed)
- Committee Reports (As needed)
- Old Business
- New Business
- Adjournment

#### E. Special PA Meetings

1. Urgent Matters. A special PA meeting may be called by the Co-Presidents to address any matter(s) of importance that cannot be postponed until the next general PA meeting with forty-eight (48) hours' written notice to parents of the topic of the meeting.

2. Upon Members' Request. Upon receipt of a written request from twenty-five (25) PA members, one of the Co-Presidents must call a special PA meeting within five (5) working days of the email request.

### VIII

#### Academic Forum

The Academic Forum Committee of the PA will provide an open forum for the investigation and discussion of academic issues of interest to parents. The Academic Forum ("AF") will keep parents informed regarding school programs through guest presentations. This will allow parents to meet school leaders and discuss curriculum. All parents are encouraged to attend and participate.

In addition to the four (4) Co-Chairs, the AF will consist of department liaisons who will each serve as a liaison between the AF and one of the academic departments and library at LaGuardia High School. In addition, there may be a liaison for Special Needs. The department liaisons will maintain a dialogue with the department Assistant Principals ("APs"), and report at the monthly AF meeting. The department liaisons will be volunteers appointed by the AF Co-Chairs.

The AF will communicate regularly with the academic department APs and report all issues discussed during the monthly AF meeting. The AF will

find out from the academic departments what the PA can do to support them. The Committee will provide the Corresponding Secretary with a report on the monthly meeting for publication to the general PA membership within thirty (30) school days of the subsequent PA meeting. If significant issues are raised at an Academic Forum meeting, the Co-Chairs may issue a report to the Executive Board of the PA and the school administration.

## IX

### FINANCIAL AFFAIRS

#### A. Fiscal Year.

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

#### B. Signatories.

The Co-Presidents and the Treasurer will be authorized to sign checks. A checkbook that provides a stub or carbon copy of each check will be used for all PA expenditures. All checks require the signature of at least two (2) signatories. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PA check. A signatory may not sign a check if she/he has any direct or indirect interest in the expenditure.

#### C. Petty Cash.

Writing checks to petty cash or cash and the use of withdrawal slips is prohibited.

#### D. Fundraising.

In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raiser proceeds from students.

#### E. Budget.

The budget process includes:

1. The outgoing Co-Presidents must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.

2. The proposed budget must be presented to and approved by the general PA membership no later than the June meeting.

3. The incoming Co-Presidents will review the proposed budget in September for presentation and discussion during the September PA meeting. The budget may be amended by vote of the general PA membership at any PA meeting.

4. The Co-Presidents must present the budget process for membership approval no later than the general PA meeting in October.

F. PA Financial Transactions.

1. Approval. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the PA membership during a regularly scheduled meeting where a quorum is achieved.

2. Emergency Expenditures. The Executive Board is authorized to make an emergency expenditure not to exceed \$5000 with a two-thirds approval of its members. At the general PA meeting following the emergency expenditure, the general PA membership will have the opportunity to vote on whether the emergency expenditure was an appropriate use of the fund. Emergency Expenditures are warranted when:

a. the time between discovery of the need and the deadline for action is insufficient for approval through normal procedures, and

b. a majority of the elected members of the Executive Board have been notified of the situation and concur with the Emergency Expenditure.

3. Notice. Following the payment of all expenditures, the Treasurer will provide the general PA membership with written notice for approval. Membership approval must be reflected in the minutes of the meeting.

G. Financial Accounting.

1. Recording. The Treasurer will be responsible for all PA funds and will keep accurate records in a form consistent with these Bylaws and applicable Regulations of the Chancellor. Financial records will be maintained for six (6) years. Funds must be counted on the premises of LaGuardia High School on the same day of receipt. The PA's financial records must display the total amount of PA funds. All financial records of the association will be maintained and secured on school premises, including checkbooks, ledgers, cancelled checks, invoices, receipts etc.

2. Deposits. All funds will be deposited in the PA bank account by the Treasurer, with the assistance at least one other PA member, within three (3) business days of receipt.

X

**AMENDMENTS**

These Bylaws may be amended at any regular meeting of the PA by a two-thirds vote of the members present, provided that the amendment has been presented in writing to the PA 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 will be conducted every three (3) years.

Any PA member may present a motion at a general PA meeting to amend a provision of these Bylaws that is not in compliance with CR A-660. Amendments that bring these Bylaws into compliance with CR A-660 will be voted on immediately after the motion is presented and will be approved by a two-thirds vote of the PA membership.

These Bylaws as set forth above have been voted on and approved by the PA membership. The most recent amendment was approved, in accordance with this Article X, at the PA meeting held on November 5, 2012.

Signed by

Marcus Marino

\_\_\_\_\_  
Co-President Date

Melinda Moore

\_\_\_\_\_  
Co-President Date

Monica Treitmeyer-McCarthy

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

*NOTE: Official documents with signatures filed with LaGuardia HS, NYC DOE and filed in PA Office files.*