

BYLAWS  
of  
Parent-Teachers Association (“PTA”)  
  
Of PS 175

APPROVED BY THE MEMBERSHIP ON [DATE]

## **Article I - Name**

The name of the association shall be the Parent-Teacher Association of PS 175 (hereinafter “PTA of PS 175” or the “Association”)

## **Article II - Objectives**

The objectives of the Association include, but are not limited to:

1. to provide support and resources to the school for the benefit and educational growth of the students;
2. to develop a cooperative working relationship between the parents and staff of our school;
3. to develop parent leadership and build capacity for greater involvement;
4. to foster and encourage parent participation on all levels; and
5. to provide opportunities and training for parents to participate in school governance and decision-making.

## **Article III - Membership**

### **Section 1 - Eligibility**

1. A parent of a student currently on the register of PS 175 is automatically a member of the Association.
2. Parents of a child who is attending PS 175 full time while on the register of a citywide program are eligible to be members of the Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term “parent” is defined as any person in a parental or custodial relationship to the student; which includes parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation<sup>1</sup> to the student.

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<sup>1</sup> 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 relation 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 Chancellor’s Regulations A-660.

4. Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the school.

#### Section 2 - Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. However, each member shall be requested to make a voluntary donation of \$25.00 per school year.

#### Section 3 - Voting Privileges

1. Every parent of a student currently enrolled at PS 175 shall be entitled to a single vote during any meeting, including from a virtually remote platform (VRP).
2. Proxy voting, absentee balloting or voting by email is prohibited.
3. Each teacher, paraprofessional, school aide, school secretary, and food service worker currently employed at the school shall be entitled to one vote.

### **Article IV - Officers**

#### Section 1 - Titles

The officers of the Association shall be: co-presidents, recording secretary, treasurer, and corresponding secretary. The Association must elect the mandatory officers: co-presidents, secretary, and treasurer, in order to be a functioning association. There shall be no qualification requirements for any office holder other than to be a parent of a child attending PS 175.

The eligibility of a member may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660.

#### Section 2 - Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

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

### Section - 3 Duties of Officers

Co-Presidents: The co-presidents shall include, but not be limited to, the following:

1. Preside at all meetings of the Association;
1. serve as an ex-officio member of all committees except the nominating committee;
2. appoint chairpersons of Association committees with the approval of the executive board;
3. delegate responsibilities to other Association members as needed;
4. encourage meaningful participation in all parent and school activities;
5. provide opportunities for members' leadership development;
6. attend all regular meetings of the presidents' council;
7. be a mandatory member of the school leadership team;
8. meet regularly with the executive board members;
9. plan the agendas for the general membership meetings;
10. be eligible signatories on checks; and
11. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
- 12.** Because the Association elects co-presidents, the remaining executive board members in consultation with the general membership will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the appropriate presidents' council.

Recording Secretary: The duties of the recording secretary shall include, but are not limited to the following:

1. record minutes at all Association meetings;
2. prepare notices, agendas, sign-in sheets and materials for distribution;
3. prepare and read the minutes of each Association meeting;
4. distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership;
5. maintain custody of the Association's records on school premises;
6. incorporate all amendments into the bylaws; and
7. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall assist with the June transfer of

all Association records, including all pertinent user IDs and passwords, to the incoming executive board.

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

1. be responsible for all financial affairs and funds of the Association;
2. maintain an updated record of all income and expenditures on school premises;
3. be one of the signatories on checks;
4. adhere to and implement all financial procedures established by the Association;
5. prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period;
6. prepare the Association's interim and annual financial reports;
7. make available all books and financial records for viewing by members upon request and for audit;
8. assist with the June transfer of all Association records, including all pertinent user IDs and passwords, to the incoming executive board.

*Corresponding Secretary:* The corresponding secretary's duties shall include, but shall not be limited to:

1. be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association;
2. attend to all routine written correspondence;
3. send notices for regular and special meetings;
4. keep a file of all correspondence which shall be passed on to the incoming board;
5. assist the co-presidents in the preparation of communications to the membership;
6. be responsible for encouraging parent participation, outreach and recruitment;
7. make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator;
8. prepare a newsletter to all members which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies, budget

and any other material deemed appropriate by the Association. The corresponding secretary shall also be responsible for maintaining a current list of members which shall be available without home addresses and telephone numbers at every membership meeting.

#### Section 4 - Election of Officers

1. Officers shall be elected between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.
2. Employees of PS 175 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS 175.
3. Nominating Committee: A nominating committee must be established during the March monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or 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 nominations from the floor at a general membership meeting prior to the close of nominations. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election
- verifying the eligibility of all interested candidates prior to the election
- ensuring that an opportunity for nominations, including self-nomination, to be taken from the floor and then officially closed during the April meeting;

- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or their designee immediately following the election.

If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election, as provided in CR A-660.

*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. Notice of Election Meeting for PA/PTAs and Presidents' Councils must include an indication of the meeting format and location, i.e. in-person or VRP. Election meetings for PA/PTAs and Presidents' Councils are limited to in person or within a VRP only, no hybrid option is permitted. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

*Contested Elections and the Use of Ballots:*

Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English. A ballot template is available in the languages covered by Chancellor's Regulation A-663 at <http://schools.nyc.gov/parentleadership>. If a ballot template is needed in a language that is not readily available, the principal must contact the DOE's Translation and Interpretation Unit.

Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.

Ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

*Uncontested Elections:*

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

*Officer Vacancies:*

A vacancy occurs when an officer resigns or is removed from the position. All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records, including user IDs and passwords. The ranking of officers for succession purposes shall be: Co-Presidents, Recording Secretary, Treasurer, Corresponding Secretary.

*Expedited Election Process:*

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

*School Leadership Team Parent Member Elections*

*The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections. Once the election of Association officers has concluded, the election of parent members to the SLT may begin. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.*



### Section 5 - June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. 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 school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

### Section 6 - Disciplinary Action

#### *Grounds from Removal from Office:*

1. any officer who fails to fulfill the duties of office as outlined in these bylaws;
2. any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings;
3. any officer who poses a threat to the safety and good order of the Association or larger school community;
4. any officer who exercises behavior unbecoming the office as determined by the general membership;
5. any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

#### *Officer Removal*

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or motion from a member and two-thirds vote of the membership

#### *Removal Process*

1. the motion to remove an officer and the vote on removal must not occur during the same meeting.
2. once a motion or recommendation has been made to remove an officer, a review committee should be formed. The committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.

3. 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.
4. the meeting notice must include the vote on removal.
5. 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**

### **Section 1 - Composition**

The executive board shall be composed of the elected officers of the Association. Officers shall be expected to attend all executive board meetings.

### **Section 2 - Meetings**

Regularly scheduled meetings of the executive board shall be held monthly, September through June, as agreed by the executive board and school administration, within ten (10) days prior to the membership meeting provided that no such date falls on a legal or religious holiday in a VRP setting.

### **Section 3 - Voting**

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

### **Section 4 - Quorum**

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

## **Article VI - General Membership Meetings**

### **Section 1 - General Membership Meetings**

The general membership meetings of the Association shall be held monthly, September through June, on the third Thursday at 6:00 p.m. using a VRP, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Thursday, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices.

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

All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.

Observers may speak and otherwise participate, if acknowledged by the chair.

It is advised that VRP and Hybrid PA/PTA meetings be recorded.

### Section 2 - Order of Business

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

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Treasurer's Report
5. Co-President's Report
6. Committee Reports
7. Principal's Report
8. Parent Coordinator's Report
9. Corresponding Secretary's Report
10. School Leadership Team Report
11. Old Business
12. New Business
13. Adjournment

### Section 3 – Quorum

Quorum for a hybrid meeting format requires at least one executive board member in attendance on school premises; quorum for either in-person or VRP meetings requires at least 2 executive board members and six parent members from the general membership.

#### Section 4 – Minutes

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

#### Section 5 - 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 co-presidents may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

Upon receipt of a written request from 10 association members, the co-presidents must call a special membership meeting within 5 school days of the request and provide 48 hours written notice to parents.

#### Section 6 - Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, Robert's Rules of Order - Newly Revised will be deemed to apply, if it is consistent with laws, policies, rules, and regulations.

### **Article VII - Committees**

#### Section 1 -Standing Committees

The co-presidents will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

*Membership:* The responsibilities of the membership committee shall include, but are not limited to:

Encourage parent participation through recruitment and outreach;

Plan various activities and events for member participation;

Coordinate outreach efforts with the Parent Coordinator when possible;

Maintain the current list of the Association's membership.

*Budget:* The responsibilities of the budget committee shall include, but are not limited to: drafting: 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)

*Audit:* The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

*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 Association.

## **Article VIII - Financial Affairs**

### **Section 1 - Fiscal Year**

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

### **Section 2 - Signatories**

The co-presidents and treasurer, shall be authorized to sign checks.

All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same Association check. An Association member may not sign a check if they have any direct or indirect interest in the expenditure.

### **Section 3 - Budget**

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

1. 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.
2. The proposed budget must be presented to and approved by the membership no later than the June meeting.
3. The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
4. The executive board must present the budget process for membership approval no later than the October meeting.
5. The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least 2 Association members. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
6. The principal's written consent is required when the fundraising activity is held during school hours or on school property.
7. PA/PTA and Presidents' Councils may utilize and access bank accounts through online portals provided by the banking institution.
8. All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
9. Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)
10. The budget may be amended by vote of the general membership at any membership meeting.
11. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

12. PA/PTA and Presidents' Councils may make payments to vendors through the online payment system of a bank.
13. PA/PTA and Presidents' Councils may utilize a bank/debit card to pay for goods and services to a vendor in certain circumstances, but withdrawal slips remain prohibited.

#### *Emergency Expenditures*

The executive board is authorized to make an emergency expenditure not to exceed \$200.00 with a two-thirds approval by the executive board. Emergency expenditures are appropriate for the following purposes: when an amount of previously budgeted money is not enough to cover the cost, expenses to move certain donated goods. These expenditures shall be reported to the general membership at the next Association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

#### Section 4 - Audit

1. The co-presidents shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
2. The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the association's financial records be conducted.
3. Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all Association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
4. The audit committee shall prepare a written audit report or provide copies of the external audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

#### Section 5 - Financial Accounting

1. The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, 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. The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

### **Article VIII - The Mary P Fitzpatrick Scholarship Award**

*(An Incorporated Fund, approved 4/9/64. The article is set forth below on file at the Chase Manhattan Bank.)*

Each June the student in the graduating class of PS 175 who best exemplified the attributes of perseverance and determination will be given this award:

This is to certify that (Name of Student) has completed the courses of study at PS 175 with an outstanding record in Scholarship, Behavior, and Citizenship, and has merited the Mary P. Fitzpatrick Scholarship Award, in testimony whereof we have affixed our signatures hereto this (date) day of (month), (year).

The committee for the selection of the recipient of the award will be composed of the following: The Principal and the teachers of the three highest grades in PS 175 and the Co-Presidents and Treasurer of the PTA of PS 175.

In the event that a parent of the committee has a child qualifying for the award, the PTA, at a general meeting will vote to select one of the other officers to serve on the committee in his/her stead. In the case of a teacher having a child qualifying, the Principal will choose another teacher to serve on the committee. Should there be a tie, the award will be divided equally. This is to be a perpetual award from the interest of the fund.

This fund is to remain open to receive donations at any time. The award may vary according to the principal in the bank. (It is hoped that it will grow to such a point that it



will be sizable enough to pay for a year's expenses for higher learning for the students, or perhaps even more.)

The Co-Presidents and Treasurer of the PTA with the Trustee of the Mary P. Fitzpatrick Award will be able to draw the interest each June for the award. However, the bulk of the money must be kept intact. No one will be able to draw any other funds from the account. This fund must be a perpetual one.

The Trustee will serve for life, will keep check on the activities of the account, and will give a report each May at the open meeting of the PTA as to the state of the account. In the event of death or retirement of the Trustee, the Association will appoint a replacement at their next open meeting. The replacement must receive a majority approval.

In the event of a sudden indisposition of the Trustee or the Co-Presidents, or the Treasurer of the PTA which may prevent the three signatures necessary for the withdraw of funds for the award, the PTA of PS 175 hereby authorizes the Dollar Savings Bank of New York to accept two of the three signatures.

In the event that the number or name of the Public School on City Island is changed, we wish to continue with the new school or schools throughout the years.

**Article X - The Lucrezia A . Fusco Award for Perseverance and Determination**  
*(An Incorporated Fund, approved 10/23/80. The article set forth below on file at the Chase Manhattan Bank.)*

Each June the student in the graduating class of PS 175 who best exemplified the attributes of perseverance and determination will be given this award:

This is to certify that (Name of Student) has completed the courses of study at PS 175 with an outstanding record in perseverance, determination, and behavior and citizenship, and has merited the Lucrezia A Fusco Award, in testimony whereof we have affixed our signatures hereto this (date) day of (month), (year).

The committee for the selection of the recipient of the award will be composed of the following: The Principal and the teachers of the three highest grades in PS 175 and the Co-Presidents and Treasurer of the PTA of PS 175.

In the event that a parent of the committee has a child qualifying for the award, the PTA, at a general meeting will vote to select one of the other officers to serve on the committee in his/her stead. In the case of a teacher having a child qualifying, the Principal will choose another teacher to serve on the committee. Should there be a tie, the award will be divided equally. This is to be a perpetual award from the interest of the fund.

This fund is to remain open to receive donations at any time. The award may vary according to the principal in the bank. (It is hoped that it will grow to such a point that it will be sizable enough to pay for a year's expenses for higher learning for the students, or perhaps even more.)

The Co-Presidents and Treasurer of the PTA with Trustee of the Lucrezia A . Fusco Award will be able to draw the interest each June for the award. However, the bulk of the money must be kept intact. No one will be able to draw any other funds from the account. This fund must be a perpetual one.

The Trustee will serve for life, will keep check on the activities of the account, and will give a report each May at the open meeting of the PTA as to the state of the account.

In the event of death or retirement of the Trustee, the Association will appoint a replacement at their next open meeting. The replacement must receive a majority approval. In the event that the number or name of the Public School on City Island is changed, we wish to continue with the new school or schools throughout the years.

#### **Article XI - The Alice Persteins Award for Integrity and Purpose**

*(An Incorporated Fund, approved 10/17/90. The article set forth below on file at the Chase Manhattan Bank.)*

Each June the student in the graduating class of PS 175 who best exemplified the attributes of perseverance and determination will be given this award:

This is to certify that (Name of Student) has completed the courses of study at PS 175 exhibiting outstanding service to school and/or community; involvement with conviction; moral strength, integrity and purpose. Award in testimony whereof we have affixed our signatures hereto this (date) day of (month), (year).

The committee for the selection of the recipient of the award will be composed of the following: The Principal and the teachers of the three highest grades in PS 175 and the Co-Presidents and Treasurer of the PTA of PS 175.

In the event that a parent of the committee has a child qualifying for the award, the PTA, at a general meeting will vote to select one of the other officers to serve on the committee in his/her stead. In the case of a teacher having a child qualifying, the Principal will choose another teacher to serve on the committee. Should there be a tie, the award will be divided equally. This is to be a perpetual award from the interest of the fund.

This fund is to remain open to receive donations at any time. The award may vary according to the principal in the bank. (It is hoped that it will grow to such a point that it will be sizable enough to pay for a year's expenses for higher learning for the students, or perhaps even more.)

The Co-Presidents and Treasurer of the PTA with Trustee of the Alice Persteins Award will be able to draw the interest each June for the award. However, the bulk of the money must be kept intact. No one will be able to draw any other funds from the account. This fund must be a perpetual one.

The Trustee will serve for life, will keep check on the activities of the account, and will give a report each May at the open meeting of the PTA as to the state of the account. In the event of death or retirement of the Trustee, the Association will appoint a replacement at their next open meeting. The replacement must receive a majority approval.

In the event that the number or name of the Public School on City Island is changed, we wish to continue with the new school or schools throughout the years.

**Article XII – Non-Discrimination**

In all of its dealings, neither the Association nor its duly authorized agents shall discriminate against any individual or group for reasons of race, color, creed, sex, age, ethnicity, national origin, marital status, sexual orientation, gender or gender identity, mental or physical disability, or any other category protected by federal, New York State, or New York City law.

**Article XIII - Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines. (Public Notice A-660 can be found here:

<https://www.schools.nyc.gov/about-us/leadership/panel-for-education-policy>)

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on

[DATE]

Signed By:

(Month)                      (Day) (Year)