

# **Project Challenge Parent Association Bylaws**

## **Article I.NAME**

***Section I.1****The name of the organization is the Project Challenge Parent Association. The organization will be referred to hereinafter as PCPA.*

## **Article II.PURPOSES**

***Section II.1****The mission of PCPA is:*

- (a)** To promote and support gifted education, educational enrichment and related activities in the Plainview- Old Bethpage Central School District.
- (b)** To encourage parents, faculty and students to join together to provide organized support for the Plainview-Old Bethpage Central School District gifted programs and other educational enrichment.

***Section II.2****Fundraising*

- (a)** Fundraising by PCPA is allowed only for the purposes of meeting the objectives of the mission of PCPA.

***Section II.3****PCPA is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.*

## **Article III.BASIC POLICIES**

***Section III.1****The organization shall be noncommercial, nonsectarian and non-partisan.*

***Section III.2****The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the purposes of the organization.*

***Section III.3****The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign or behalf of or in opposition to any candidate for public office.*

***Section III.4*** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set for in Article II hereof.

***Section III.5*** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on

- (a) By an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code
- (b) By an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

***Section III.6*** Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations that have established their tax-exempt status under Section 501(c)(3).

## **Article IV. MEMBERSHIP AND VOTING**

### ***Section IV.1*** Membership

- (a) All parents or guardians of students currently enrolled in, and/or teachers and administrators employed by the Plainview-Old Bethpage Central School District shall become members of this organization upon payment of annual membership dues.
- (b) Only paid-up members shall be eligible to serve in any of the elective or appointive positions of PCPA.
- (c) Only one membership payment is required, even if the member has more than one (1) student in the Plainview-Old Bethpage Central School District.

### ***Section IV.2*** Voting

- (a) Every paid-up member shall be entitled to one vote when present at a meeting regardless of the number of positions held in the organization.
- (b) There can be no absentee or proxy voting.

## **Article V.OFFICERS AND THEIR ELECTION**

### ***Section V.1Officers***

- (a) Each officer shall be a paid-up member of the organization.
- (b) The officers of PCPA shall consist of President, First Vice-President and VP of Communications, Vice President Membership and Fundraising, Vice President Programming, Recording Secretary, and Treasurer.
- (c) Every effort shall be made in the election of the officers to have representation of a cross-section from the various schools in the district.
- (d) Officers shall be elected by ballot annually at the last regular meeting of the PCPA and shall be installed in office no later than June 30<sup>th</sup> of the year of the election. If there is only one nominee for any office, election may be held by voice vote.
- (e) Officers shall hold office for a term of one year and shall serve until their successors are elected and installed. No officer may serve more than two consecutive one-year terms, unless there is no one else to fill the position. When this occurs, the Executive Board must approve of any extension of the number of terms that an individual officer may serve.
- (f) No person shall hold more than one office at the same time.
- (g) No person can be elected or can serve as an officer unless he or she has a child enrolled in the Plainview-Old Bethpage Central School District Project Challenge Program.

### ***Section V.2Nominating Committee***

- (a) Nominations of officers are to be made by a nominating committee consisting of three (3) members. The committee shall be elected at a regular meeting at least thirty (30) days prior to the election meeting. Its members shall elect two committee members from the body of the Executive Board. One committee member shall be elected to the committee from the general membership by the general membership. The general membership committee member may not also be a member of the Executive Board. The President shall never be a member of the nominating committee. The nominating committee shall elect a chairperson from its body.
- (b) The nominating committee shall nominate one person for each office to be filled.
- (c) Members of the nominating committee may be nominees for office without resigning from the committee.
- (d) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- (e) A slate of officers is to be presented by the nominating committee at the June membership meeting. The Chairperson of the Nominating Committee is to report the name of the candidates for each office to be filled. At the time of the election additional nominations may be made from the floor.

### ***Section V.3 Vacancies***

- (a) A vacancy occurring in any office is to be filled for the unexpired term by a person elected by a majority vote at a special election at the next membership meeting, a quorum being present. The Executive Board is to make recommendations for filling the vacancy; however nominations may be made from the floor.

## **Article VI. DUTIES OF OFFICERS**

### ***Section VI.1 President***

- (a) The President is the Chief Executive Officer of the organization and shall preside at all regular and special meetings of the membership and Executive Board at which he/she may be present.

- (b) The President is a member ex-officio of all committees, except the nominating committee and the audit committee. Additionally, the President may not be elected or appointed to these committees.**
- (c) The President supervises the business and affairs of the PCPA and has fiduciary responsibility for the organization. The President signs and executes all contracts, agreements, or other obligations in the name of PCPA.**
- (d) In cooperation with the Executive Officers the President appoints the Plainview-Old Bethpage Central school representatives and the Parliamentarian to the Executive Board. The President appoints the committee chairpersons with the cooperation of the Executive Officers.**

### ***Section VI.2 First Vice President and Vice President of Communications***

- (a) The First Vice President is an assistant to the President. He or she is the alternate for the President in the President's absence. If the office of the President is vacated for any reason, the First Vice President is to assume the duties of the President until such time as a special election is held. The Vice President discharges such duties as may be assigned the President or the Executive Board.**
- (b) Vice President Communications shall be responsible for all communication between the community and PCPA.**
- (c) Vice President Communications conducts all correspondence. Informs the Executive Board and General Membership of all meetings. Maintains a file of all correspondence pertaining to the work of PCPA.**

### ***Section VI.3 Vice President Membership and Fundraising***

- (a) The Vice President Membership shall be responsible for collecting membership dues and generating a membership list.**
- (b) VP Fundraising shall manage all fundraisers and fundraising activities of the Project Challenge Parent Association.**

#### ***Section VI.4***

**(a)**

#### ***Section VI.5 Vice President Programming***

**(a)** Vice President Programming shall schedule speakers and provide pertinent information for members at the regular membership meetings of PCPA.

#### ***Section VI.6 Recording Secretary***

**(a)** The Recording Secretary records the minutes of all regular and special meetings of the Executive Board and the organization; maintains a permanent file of the bylaws, minutes, committee reports, and any other records pertaining to the work of the PCPA, takes a count before any vote to determine if a quorum is present.

#### ***Section VI.7 Treasurer***

- (a)** The Treasurer receives and deposits the funds into the bank account of the organization.
- (b)** Keeps a full and accurate account of deposits and withdrawals (receipts and expenditures) of funds consistent with policies authorized by the officers.
- (c)** Makes disbursements as authorized by the President, Executive Board and general membership in accordance with the budget adopted by PCPA. Signatories on any association bank account may not be related to each other.
- (d)** Issues receipts for all moneys received.
- (e)** Prepares a budget for submission to the Executive Board to review and to the PCPA for adoption.
- (f)** Presents a financial statement at every meeting of the PCPA and at other times when requested by the Executive Board.
- (g)** Presents a complete annual report at the annual meeting of PCPA. Submits all financial records annually to the auditing committee at least two weeks prior to the date that the audit report is due; May not be a member of the auditing committee.
- (h)** Files all forms required by the Internal Revenue Service.

## ***Section VI.8 Officers Duties***

- (a) All officers shall perform the duties as outlined in these bylaws and those assigned from time to time and shall turn over to the president/successor all pertinent records, books and materials and return to the treasurer all funds without delay upon the expiration of the term of office or in the case of resignation.**

## **Article VII. EXECUTIVE BOARD**

### ***Section VII.1 Composition***

- (a) The Executive Board shall consist of the elected officers of the PCPA, and a Parliamentarian (as a non-voting member).**

### ***Section VII.2 Appointment***

- (a) The Parliamentarian shall be appointed by the President with the approval of the officers of the PCPA, to serve a term of one year and may be appointed to no more than two consecutive terms. The Parliamentarian is a non-voting member of the Executive Board.**

### ***Section VII.3 Membership***

- (a) Each Executive Board member shall be a paid-up member of the organization.**

### ***Section VII.4 Powers and Duties***

- (a) The Executive Board plans and directs all the work necessary to carry out the program and policies adopted by the officers. It transacts necessary business between regular meetings of the PCPA and all of the business referred to it by the PCPA. It makes recommendations to the PCPA. It can create and designate such special committees, as it may deem necessary. The Executive Board approves the plans of work of standing committees. It reviews and submits the budget prepared by the budget committee to the PCPA for adoption. It appoints an audit committee of no less than (3) members or a professional auditor at least two (2) weeks prior to the date the audit report is due.**

### ***Section VII.5 Meetings and Attendance***

- (a) Regular meetings of the Executive Board are to be called by the President and held a minimum of two (2) times during the school year from September to June. The President may call special meetings of the Executive Board with one (1) day s notice. Executive Board members are required to attend at least (1) of the regular meetings of the Executive Board and two (2) meetings of the general membership.

### ***Section VII.6 Quorum***

- (a) A majority of the Executive Board shall constitute a quorum.

## **Article VIII. Assistant Superintendent for Curriculum & Pupil Personnel Services**

- (a) The Assistant Superintendent for Curriculum & Pupil Personnel Services of the Plainview-Old Bethpage Central School district shall serve as a permanent, non-voting member of the association. He/she shall serve the organization in an advisory capacity.

## **Article IX. FINANCIAL ADMINISTRATION**

### ***Section IX.1 Fiscal Year***

- (a) The fiscal year of the organization commences on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### ***Section IX.2 Dues***

- (a) Annual dues are \$12.00 a year for each member.

## **Article X. MEETINGS AND TRANSACTION OF BUSINESS**

### ***Section X.1 Membership and Meetings***

- (a) There are to be a minimum of 3 membership meetings of the PCPA during each school year. The date and time of these meetings are to be determined by the Executive Board.
- (b) The last meeting of the year shall be deemed the annual meeting of the PCPA at which time annual reports of officers and committee chair people shall be presented.
- (c) Meetings of the general membership may take place at the same time and place as meetings of the Executive Board.

- (d) A quorum for the transaction of any business in any meeting of the general membership of the PCPA shall consist of 9 people.**
- (e) A quorum for the transaction of any business in any Executive Meeting of PCPA shall consist of the majority of the Executive Board.**
- (f) The transaction of any business of the PCPA that concerns the expenditure of funds of the PCPA requires the approval of the Executive Board as taken by a vote of a quorum of the general membership.**

## **Article XI.COMMITTEES**

### ***Section XI.1 Standing Committees***

- (a) Budget, Hospitality, and such other committees as the Executive Board may designate.**
- (b) The President shall be a member ex officio of all committees except that he/she shall not be an ex officio, elected or appointed member of the nominating and auditing committee.**

### ***Section XI.2 Committee Chairpersons***

- (a) The President with the approval of the elected officers appoints committee chairpersons. Only members of the PCPA shall be eligible to serve in any elective or appointive positions.**
- (b) The chairperson of each standing committee shall prepare a plan of work and after the approval by the Executive Board, shall carry out its provisions. No committee work shall be undertaken without the approval of the Executive Board.**
- (c) A person shall not be eligible to serve more than two consecutive one year terms as a chairperson of the same standing committee, unless there is no one else able to fill the position. When this occurs, the Executive Board must approve of any extension of the number of terms that an individual chairperson may serve.**

### ***Section XI.3 Special Committees***

- (a) Special committees can be appointed by the President with the approval of the Executive Board to promote the purposes and to carry on the work of the PCPA.

#### ***Section XI.4 Nominating Committee***

- (a) A nominating committee shall be formed and shall perform its duties in accordance with the provision of Section 5.02.

#### ***Section XI.5 Auditing Committee***

- (a) An auditing committee of no less than three (3) members or a professional auditor shall be appointed by the Executive Board at least two (2) weeks prior to the date the audit report is due. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the voting body at the first meeting of the succeeding school year.

#### ***Section XI.6 Liaisons***

- (a) The President with the approval of the elected officers appoints representatives from each of the schools participating in the Project Challenge (Old Bethpage, Pasadena, Parkway, Stratford Road, Mattlin Middle School, Plainview-Old Bethpage Middle School) program to function as liaisons to the association.

#### ***Section XI.7 Quorum***

- (a) A majority of any committee shall constitute a quorum.

### **Article XII. PARLIAMENTARY AUTHORITY**

- (a) The rules contained in *Robert's Rules of Order Newly Revised* shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with these bylaws.

### **Article XIII. AMENDMENTS**

#### ***Section XIII.1 Bylaws Revision***

**(a) These bylaws shall be reviewed by a committee of no less than three (3) members, revised if necessary, and approved by a majority vote of the membership present (quorum necessary) at a regular meeting of the organization three (3) years from the date they are adopted by the membership and signed by the President and Secretary.**

**(b) These bylaws may be revised or amended at any regular meeting of the organization by a two-thirds vote of the paid up members present (quorum needed), provided written notice of the proposed amendment shall have been given at least thirty (30) days prior to the date of the meeting at which the action is taken.**

**Membership Adoption Date** \_\_\_\_\_

**President s Signature** \_\_\_\_\_

**Secretary s Signature** \_\_\_\_\_