

**CONSTITUTION AND BY-LAWS  
OF THE HUNTER COLLEGE ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION, INC.**

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**ARTICLE 1 NAME**

The name of this organization shall be the Hunter College Elementary School Parent Teacher Association, Inc. (the "HCES PTA").

**ARTICLE 2 STATEMENT OF PHILOSOPHY AND OBJECTIVES**

The HCES PTA shall provide support and resources to Hunter College Elementary School ("HCES" or the "School") for the benefit and educational growth of the School's students. It will endeavor to assist the School administration in promoting the education and well-being of the students, and will seek ways to enhance and enrich the School environment and implement the philosophy of the School. The HCES PTA will encourage all parents to participate in its Membership, and will recognize and promote the value of diversity in the school.

## **ARTICLE 3 MEMBERSHIP**

Section 3.1. Eligibility: All parents, legal guardians, and persons in parental relation to students enrolled in the School for the current school year shall be members (each a "Member," all Members being the "Membership") of the HCES PTA. Balancing the safety and privacy of our students and convenience of our families, membership may be extended to other family members with agreement from legal guardians and the HCES Principal or the Campus School's Director.

HCES adult (18 years or older) family members and designated extended family and friends are welcome and encouraged to volunteer. All volunteers must adhere to all HCCS school rules and safety guidelines.

Section 3.2. Dues: Membership and all rights of membership shall not be conditioned on the payment of dues.

Section 3.3. Voting: Each Member shall have the right to attend and vote at HCES PTA meetings, to be nominated for elections and to hold elective and/or appointive offices. Each Member shall have one vote. Neither proxy voting nor absentee balloting is allowed.

Section 3.4. Electing Officers: In accordance with the election procedures set forth in Section 6, the Membership shall vote annually to elect a Board of Officers (the "Board") to oversee the functioning of the HCES PTA on behalf of the Members.

Section 3.5. General Membership Meetings: General Meetings of the Membership shall be scheduled by the Board to take place regularly, and shall be held at the school or remotely, as necessary. There shall be one General Meeting per month if possible, but at least eight General Meetings per school year. Notice of General Meetings shall be in writing (with emailed notice or publication in the HCES PTA newsletter and on the HCES PTA website being sufficient to constitute valid notice) and sent by the Secretary or another Board member, and shall specify when and where the meetings shall take place. Invitations to attend meetings of the HCES PTA may be extended to the administration, faculty or others at the discretion of the Board. Notice of a General Meeting shall be given at least seven days in advance thereof. General Meetings shall be held at dates and times selected by the President, with the approval of a majority of the Board.

Section 3.6. Special Membership Meetings: A Special Meeting of the Membership may be held to deal with a matter of importance that cannot be postponed until the next regularly scheduled General Meeting. A Special Meeting may be called: a) by the President or a majority

of the Board with a minimum of 48 hours written or emailed notice to the Membership including a clearly specified topic, or b) upon the written request to the Board made by ten Members upon receipt of which the President must call a meeting to be held within five school days of the request and with 48 hours written or emailed notice to the Membership, which shall include a clearly stated topic. Notice of a Special Meeting shall be given to Members by the same method as is a notice of a General Meeting, as stated in Section 3.5, except that publication in the HCES PTA newsletter and/or on the HCES PTA website, alone, shall not constitute sufficient notice of a Special Meeting.

Section 3.7. Quorum: Unless otherwise specified herein, for General and Special Meetings of the Membership, representation by at least the President or Vice-President, and three other Board Members and at least 10 other Members present in person shall constitute a quorum. In the absence of a quorum, the HCES PTA may not conduct official business. When a quorum is present, the affirmative vote of a majority of the Members present at the meeting shall be an act of the Membership, unless these by-laws or applicable law require a different vote.

Section 3.8. Procedure: "Roberts' Rules of Order" shall be used as a procedural guide at all Membership meetings to the extent they are not inconsistent with applicable law, provided, however, that other procedures may be followed, at the Board's discretion, in the absence of objection by any Member present at a meeting at which other procedures are followed.

## **ARTICLE 4    BOARD OF OFFICERS**

Section 4.1. Powers: The business affairs and property of the HCES PTA shall be managed and controlled by the Board of Officers, which shall be comprised of the Officers of the HCES PTA.

Section 4.2. Voting: Each Officer has one vote. There shall be no proxy or absentee ballot voting. Except as otherwise provided herein or by statute, the vote of a majority of the Officers present at the time of the vote at a meeting of the Board convened pursuant to Section 4.3, if a quorum is present at such time, shall be the act of the Board. A quorum shall be present if a majority of the Officers are present. Votes may also be conducted by email or other form of electronic communication, and emailed or electronic votes by the majority of the Officers shall be acts of the Board, provided that the matter voted upon and the opportunity to vote shall have been provided to all Officers prior to the first vote being cast. In the event of a tie vote, the President shall cast the deciding vote. If the President is absent, this authority passes to the presiding officer following the succession order in Section 5.4.

Section 4.3. Meetings of the Board of Officers: Meetings of the Board shall be held regularly, with a minimum of five meetings convened each school year. The Vice-President shall be responsible for setting the times and locations of the meetings and ensuring that they are convenient to at least a quorum of the Board. The Board may invite anyone it chooses to attend its meetings or a portion thereof. Generally, Members of the HCES PTA may attend only those Board meetings that the Board in its discretion deems to be open to the Membership at large.

Notice of any Board meeting open to HCES PTA Members at large shall be given in the same manner as is a notice of a General Meeting.

Section 4.4. The Secretary shall record and maintain the minutes of all Board meetings, and shall ensure that they are made available to the Membership in the School's administrative office or on the PTA Website within a reasonable period of time after each meeting.

## **ARTICLE 5 OFFICERS**

Section 5.1. Officers: The Board of Officers of the HCES PTA shall be comprised of not less than five but not more than nine Officers, including, at a minimum one of each: President; Vice-President; Secretary; Treasurer; and the Information, Communications, and Technology (ICT) Director. Upon a majority vote of the Board of Officers, additional offices may be added to the Board of Officers. The Board can, in any year, authorize election of two of any position, e.g., Co-Treasurers.

Section 5.2. Election: All Officers of the HCES PTA shall be elected by majority vote of the Membership at the Election Meeting, as set forth in Section 6 herein, and shall serve for one year.

Section 5.3. Terms: Any Officer may serve for a maximum of three consecutive terms in that office. Such service shall not preclude the Officer from running for and serving in a different office for a maximum of three consecutive terms during any election year following his/her current term. An Officer's term shall commence at the end of the current school year in which the Officer was elected consistent with Section 6.5.9 below.

### **Section 5.4. Duties of Officers**

Section 5.4.1. President: The President shall supervise and coordinate all the activities of the PTA and its Board members; represent the PTA in internal and external functions and in communications with HCHS and HCCS; convene Executive Board meetings (at least 5 per year) and develop and send out agendas. Preside at Board meetings and PTA General Meetings; meet

regularly as needed with the HCES principal to address mutual issues of concern; review and approve official communications, mailings, website content and newsletters; work with the Executive Board to create an annual budget and monitor expenditures against that budget; liaise with the HCES and HCCS administration on matters concerning the parent body so as to ensure effective communication; and oversee staffing to identify and recruit parent volunteers for PTA events and activities. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 5.4.2. Vice-President: The Vice-President shall work closely with the President and Secretary to ensure timely and effective communication from the PTA and its representatives to parents; oversee communications between the PTA Board and the Membership; work closely and collaboratively with the President to supervise and coordinate PTA activities; function as liaison to PTA committees and chairs and report back to the Board; oversee scheduling and maintenance of bulletin boards; oversee school-wide t-shirt order, if applicable, which should be carried out during the summer preceding the start of the school year; work with the President to identify and recruit parent volunteers for PTA events and activities; and substitute for the President, as needed. The Vice-President shall succeed to the Office of President in the absence, incapacity, resignation or removal of the President, holding that office until either the President returns to duty or for the remainder of the President's term.

Section 5.4.3. Treasurer: The Treasurer shall be responsible for maintaining the financial records of the HCES PTA and shall have custody of all the funds of the HCES PTA; monitor and review all PTA expenditures and work closely with HCES accounting office; have primary responsibility for paying and tracking all PTA direct expenses as authorized against approved budget. The Treasurer shall make every reasonable effort to ensure that all requisitions and disbursements from HCES PTA accounts are supported by appropriate documentation; prepare and deliver regular financial reports to PTA Board and quarterly reporting at the general PTA meetings; monitor incoming contributions and provide tax-exempt receipts, where necessary; prepare and deliver reports on contributions to classroom supplies, annual fund and matching donations; maintain PTA checking, bank and investment accounts in accordance with PTA Investment Policy; discharge all governmental reports including tax returns; ensure prompt completion of annual audit and report back to Board; and maintain Board insurance coverage. Before the end of the school year, the Treasurer shall prepare a draft budget for the forthcoming fiscal year. Once approved by the Board, the approved budget shall be distributed to the Membership at the final PTA meeting of the school year (at the latest). Additionally, changes to the approved budget may be made during the fiscal year, subject to the approval of a majority of the Board, and such changes shall be communicated to the Membership at the next PTA meeting (at the latest).

Section 5.4.4. Director of Fundraising: The Director of Fundraising shall oversee the PTA's overall fundraising efforts to raise the annual projected revenue, including, but not limited to, Annual Fund Campaign, Benefit Auction and other planned sources of revenue; and review past fundraising efforts and recommend future strategies.

Section 5.4.5. Secretary: The Secretary shall be responsible for giving all notices, agenda and materials as required to the Board and Membership; shall record and maintain the minutes of all General Membership and Special Membership, and Board meetings and shall keep such other records as the Board shall require. The Secretary shall prepare PTA communications and manage the PTA newsletter, connecting with committee chairs and administration and coordinating with other volunteers to publish regularly; has primary responsibility for PTA correspondence, including responding to emails from parents (via [info@HCESPTA.org](mailto:info@HCESPTA.org)); take minutes of PTA Executive Board meetings and for general PTA meetings, and coordinates with the ICT Director for posting to the PTA website; ensure online family directory information is updated; and maintain Board and PTA Calendars on Google platform and activity and event dates on PTA website.

Section 5.4.6. Information, Communications and Technology (ICT) Director: The ICT Director shall serve as advisor to the PTA regarding use of technology and overall communication strategy. This includes responsibility for the maintenance and ongoing improvement of the PTA website, newsletter, email, secure Google Share drive and social media. Also helps review or build out technology to support broader fundraising, communications and events.

Section 5.5. Vacancies: If any elected Officer vacates his or her office for any reason, the Board shall notify the Membership. A vacancy in the office of the President shall be filled by other Officers, in the following order: Vice-President, then Treasurer, then Secretary, then Director of Fundraising. A vacancy in any other office shall be filled by recommendation of the Board of Officers and approved by the Membership at its next General Meeting or at a Special Meeting if necessary. That person, if so elected, shall serve until the end of the Board's then-current term. The Board may also exercise its discretion, by a majority vote, to leave the office vacant.

Section 5.6. Indemnification: The HCES PTA shall, to the full extent permitted by applicable law, indemnify and hold harmless any person made, or threatened to be made, a party to an action or proceeding by reason of the fact that she or he (or her or his testator or intestate) is or was an Officer of the HCES PTA, against all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding or any appeal therein, if such Officer acted in good faith, for a

purpose and in a manner which she or he reasonably believed to be in the best interests of the HCES PTA, and which she or he had no reasonable basis for believing was unlawful. The HCES PTA shall have the power and authority to purchase and maintain insurance for the purpose of such indemnification. The Board shall regularly review HCES PTA's insurance coverage to ensure it provides adequate protection.

## **ARTICLE 6 ELECTIONS**

Section 6.1. Formation of a Nominating Committee: A Nominating Committee comprised of three to five Members of the HCES PTA shall be proposed and elected by a majority of the Board and presented to the Membership in written form 40 days before the Election Meeting, defined in 6.5.1 below. The Nominating Committee shall elect its own Chairperson. Neither Nominating Committee members, nor their spouses/domestic partners, may be candidates for office. Nominating Committee members must maintain strict neutrality and shall not endorse or campaign for any candidate. Current Officers, their spouses/partners, and other members of their households may not serve on the Nominating Committee. Current Officers may campaign only on their own behalf and are not permitted to campaign for or endorse other candidates in PTA elections.

Section 6.2. Nomination of Candidates: The Nominating Committee shall advise the Membership, by written notification, of Board offices and shall give a brief description of each office's duties and responsibilities. The Nominating Committee shall invite the Membership to submit nominations for candidates for all offices of the Board, encouraging both participation and a diverse body of candidates from across all grades. Only Members of the HCES PTA can be Officers. Any eligible Member who seeks nomination for any position shall notify the Nominating Committee, which shall add that Member's name to the list of proposed candidates. The Nominating Committee shall accept all nominations for candidates for any office on the Board.

Section 6.3. Declaration and Presentation of Candidates: Any Member running for an office shall prepare and submit to the Nominating Committee a Candidate Statement. Such Statements shall be limited to one page, and shall express the candidate's reasons for running, qualifications, and any potential conflicts of interest. At least 14 days prior to the date set for the election, the names of all eligible candidates and the office they are seeking, together with the completed Candidate Statements, shall be reported to the Membership by the Nominating Committee via a Member-wide e-mail. In the event there is no candidate for a particular office at that time, this deadline shall be extended as necessary with respect to that office, for a reasonable amount of time, to be determined by the Nominating Committee.

Section 6.4. Multiple Candidates for a Single Office: In the event more than one Member is running for any particular office, the Nominating Committee shall arrange an Open House and invite candidates to participate so that Members may meet them and ask questions. The Nominating Committee shall use all reasonable efforts to ensure that the Open House is conducted in a respectful and collegial fashion, and for a reasonable length of time. At the Nominating Committee's discretion, the Open House shall be held either as part of a General Membership meeting, or at a separate meeting, scheduled to encourage maximum Membership participation.

Section 6.5. Method of Electing Officers of the HCES PTA is at the discretion of the Nominating Committee.

Section 6.5.1. Elections: The election of Officers shall take place at a meeting (the "Election Meeting") to be held as part of the regularly scheduled May or June PTA meeting or at a separate Special Meeting, which must be called in accordance with these by-laws. The Election Meeting shall be scheduled to encourage maximum Member participation and for this reason may take place in person and/or remotely as necessary, and Election procedures may be adapted accordingly, particularly to accommodate electronic voting.

Section 6.5.2. Preparation of Election Materials: The Nominating Committee shall prepare all necessary materials pertaining to the election prior to the Election meeting.

Section 6.5.3. Form of Ballot: The ballot shall consist of the written list of candidates compiled by the Nominating Committee, listed in alphabetical order by office.

Section 6.5.4. Statements of Candidates: As of the date of the election, each candidate shall already have provided a Candidate Statement and, in the event of multiple candidates, participated in an Open House, which may take place at the Election Meeting.

Section 6.5.5. Method of Voting: If all candidates for office are unopposed, the method of voting shall be by voice vote. In the event that there is more than one candidate for any individual office, voting for all offices shall be by use of secret written ballots, and the candidate with the highest number of votes shall be elected to that office. In the event of a tie, a revote shall immediately be taken at that meeting.

Section 6.5.6. Tellers of Election: If a written vote will be required, a majority of the Nominating Committee shall appoint three to ten Tellers to administer the voting. Any Member

may be selected as a Teller, provided she or he, or her or his spouse/domestic partner, is not running for office. The Tellers shall count, tally and record the vote and submit such information to the President for official announcement to the Membership at the meeting.

Section 6.5.7. Procedure for In-Person Voting: To ensure that a maximum number of Members are able to exercise their rights to vote in the election of Officers, the following voting procedure shall be used. Prior to the Election Meeting, the Nominating Committee shall compile a list of Members eligible to vote at the Election Meeting. At the Election Meeting, the Nominating Committee shall set up one or more tables, which may be divided into sections of the alphabet (e.g., A-E, F-L, M-S, T-Z). Each table shall be staffed by no fewer than two Tellers, and shall both have a ballot box that is sealed (except for a slit for depositing ballots) and a list of Members eligible to vote, whose surnames begin with the letter corresponding to the portion of the alphabet designated for that table. Members shall vote at the appropriate tables by depositing their folded ballots into the slits of the ballot box set up at each such table. The Tellers at each table shall be responsible for collecting the deposited ballots in the ballot boxes, and b) for checking off the name of each Member who has deposited his or her vote into the ballot box from the list compiled by the Nominating Committee. Members may vote once only, and there shall be no proxy voting. Voting shall be complete when all Members have deposited their ballots in the sealed boxes. At that time, the boxes shall be collected by the Tellers and opened and emptied, and the votes tallied.

Section 6.5.8. Procedure for Virtual Voting: Elections may also be conducted through secure electronic means when deemed appropriate by the Nominating Committee. Any electronic voting system must: (a) Maintain vote secrecy; (b) Prevent multiple voting by the same Member; (c) Provide equal access to all Members; (d) Provide an audit trail of votes cast.

Section 6.5.9. Early Voting: To permit voting by Members who cannot attend the Election Meeting, the Nominating Committee may, in its discretion, establish early voting procedures in addition to the Election Meeting vote. Early voting may be conducted through secure in-person or electronic means, as determined by the Nominating Committee. For in-person early voting, a Member (or Members) of the Nominating Committee, or such Member(s) of the HCES PTA as the Nominating Committee selects (who is not, and whose spouse/domestic partner is not, running for an office), shall be present at the School for a reasonable and convenient time (e.g., for one hour at drop-off time in the morning and one hour at pick-up time in the afternoon), a secure ballot collection method and with the list of Members who are eligible to vote, and shall permit Members to vote by depositing a ballot into the ballot box. For electronic early voting, the Nominating Committee shall establish a secure voting system that authenticates eligible voters, maintains vote secrecy, and prevents duplicate voting. All early votes shall be secured

until the Election Meeting, at which time all early votes shall be collected and tallied together with the votes collected at the Election Meeting. The Nominating Committee shall ensure that the names of Members who have voted early shall be so indicated on the list of eligible Members to be used at the Election Meeting. The Nominating Committee shall establish and communicate clear procedures for each early voting method used.

Section 6.5.10. Installation of Officers: Installation of the newly elected Officers shall take place at the Election Meeting. The period from that meeting through July 1st shall be the transitional time when information and records are transferred from the outgoing Board members to the incoming Board members. At least one meeting shall be scheduled during that period for that purpose.

## **ARTICLE 7 RESIGNATIONS AND REMOVALS**

Section 7.1. Resignations: Any Officer may resign from office at any time. Such resignation shall be in writing and delivered to the President and shall take effect at the time specified therein or, if no time is specified, at the time of receipt by the President. The acceptance of a resignation by the Board shall not be necessary to make it effective, but no resignation shall discharge any accrued obligation or duty. An Officer shall be deemed to have resigned upon her/his ceasing to be a Member as defined in these by-laws.

Section 7.2. Removal for Non-Attendance: An Officer who does not attend three Board meetings without good cause may be removed from office after written notification upon approval by a quorum of the remaining Board members.

Section 7.3. Removal for Cause: An Officer may be removed from office upon a finding that the Officer has not properly fulfilled the duties of his or her office, and/or is guilty of misconduct or conduct unbecoming an Officer of the HCES PTA. This finding must be made by two-thirds of the Board and thereafter, must be approved by a two-thirds vote of the Membership present at a General or Special Meeting. The action shall not be final until voted on by the Membership. Notice of the proposed removal must be included in the notice of such General or Special Meeting. No Officer shall be removed without first having received notice of the charges against her/him and having had a reasonable opportunity to defend her/himself by presenting her/his side of the issue(s), first to the Board and then, in the event the Board votes for removal, to the Membership.

## **ARTICLE 8    CONFLICTS OF INTEREST**

Section 8.1. Apparent Conflict: Officers should be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as HCES PTA Officers.

Section 8.2. Actual Conflict: An Officer who has any direct or indirect interest in a business dealing with the school, the community school district, CUNY, or the Department of Education, including a contract or personnel appointment, must refrain from participating in any decision relating to that matter. Such interest, whether direct or indirect, must be disclosed to the Membership and placed in the minutes of the meeting at which the disclosure was made. PTA decisions must be made by vote of only those Members who do not have a conflict of interest. In matters where a Member or Members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

## **ARTICLE 9    COMMITTEES OF THE BOARD & FUNDING**

Section 9.1 Establishment and Dissolution of PTA Committees: The Board may, at any time, by majority vote, establish or dissolve individual Committees to carry on the work of the HCESPTA (see Article 2). Each PTA Committee may consist of as many Members as wish to serve on it. Committees must have at least one Chairperson (“Chair”), and shall aim to have one or two co-chairs, though the Board may approve exceptions as needed.

Section 9.2. Establishing of Special Committees: The Board may, at any time, by majority vote, establish Special Committees, organized for a special or temporary purpose. Special Committees shall dissolve when such purpose is completed. The Chair of each Special Committee shall be appointed by the Board subject to a majority vote, for a term of one year or until a Special Committee dissolves.

Section 9.3. Establishment & Responsibilities of Chairpersons: Chairs are responsible for scheduling meetings as necessary, notifying Committee Members of all activities and for maintaining accurate financial reports (or for designating a Committee Member to do so) to be reported to the Treasurers. Chairs must report regularly to such Officer of the Board as the Board shall designate about the activities, progress and financial expenditures of the Committee. Committee chairs may establish subcommittees as needed to carry out specific tasks or initiatives. Subcommittees shall operate under the oversight of the committee chairs.

The term of the Chairperson of each PTA Committee shall be for one school year. The next year’s Chairs shall be solicited through an open call to the entire PTA Membership through an application process managed by such committee. At the last meeting of each such Committee

before the end of the school year, its Members shall, by a majority vote of those present, from the pool of applicants, elect the Chairperson to serve for the next school year. Each PTA Committee shall promptly notify the Board as to the results of each such election. If no applications are received or if the Committee fails to follow this procedure, the Board may appoint chairs directly. Provided that the above procedures were followed, Committee Chairpersons may serve for any number of consecutive terms.

Section 9.4. Committee Funding: Chairpersons seeking funds from the HCES PTA to carry out the work of the Committees shall prepare and submit to the Board of Officers a proposal outlining amounts sought and a description of the intended use of funds. The granting of funds to Committees shall be subject to a majority vote of the Board.

Section 9.5. Community Groups and Funding Requests: Community groups made up of HCES PTA Members, such as affinity groups, shall operate as Special Committees, and shall adhere to all applicable PTA guidelines and purposes. Community groups seeking funds from the HCES PTA under this Section to carry out the work of the Committees shall prepare and submit to the Board of Officers a proposal outlining amounts sought and a description of the intended use of funds. In the case of joint initiatives with external organizations (e.g., HCHS PTA), proposals should demonstrate an effort to share costs equitably. The Board may allocate funds in each year's budget to support such requests as they arise during the year, and the granting of moneys under this Section from said fund shall be subject to a majority vote of the Board.

Section 9.6. Removal of Committee Chairs: The Chair of any Committee (other than the Nominating Committee) may be removed by the Board when, in its opinion, that Member has not properly fulfilled the functions for which she or he has been appointed, and/or is guilty of misconduct or conduct unbecoming a Member of the HCES PTA. A vote of two-thirds of the Board is required for such removal. Such person shall have the right to notice of such proposed removal and have an opportunity to be present for the discussion portion of the Board Meeting at which such vote shall be taken, and to present his or her position.

## **ARTICLE 10 CLASS REPRESENTATIVES & VOLUNTEER COORDINATOR**

Section 10.1. Purpose: The purpose of the Class Representative ("Class Rep"), the Class Representative Coordinator ("CRC") and the Volunteer Coordinator is to help build community between HCES families, to facilitate communications between parents and teachers, and to help facilitate other PTA efforts.

Section 10.2. Duties & Selection of Class Representative Coordinator: The Class Representative Coordinator (“CRC”) is responsible for ensuring smooth operation of the class representative program and for overseeing and supporting the class representatives, acting as a liaison between the PTA Board and parents, and between the school staff and the parents. The CRC shall meet with a Board member at the start of the year and keep in close communication with the Board. The CRC should have experience as a Class Rep, unless no candidate does. The Class Rep Coordinator shall be appointed by the Board.

Section 10.3. Duties & Selection of Class Representatives: Class Reps have 2 main objectives: 1) To support the classroom teacher and 2) To facilitate communications between parents and teachers/administration.

The duties of the Class Representative shall include to:

- 1) Communicate with the homeroom teacher and determine how class representatives can best support the classroom;
- 2) Prepare and distribute regular (weekly/bi-weekly/monthly) communications with the class, including but not necessarily limited to information from the teacher, administration, PTA and Class Rep coordinator;
- 3) Facilitate the planning of class-wide events to build community and help with volunteer recruitment for classroom events like field trips and PTA school-wide events.
- 4) Attend Class Representative meetings and promptly (no later than their next weekly/bi-weekly/monthly update) report back to their classes all relevant information therefrom; and
- 5) Attend PTA membership meetings and share information with parents as relevant

Section 10.3.1. Selection of Class Representatives: As soon as is practicable before or at the start of each school year, the PTA Board, Class Rep Coordinator, and/or Volunteer Coordinator(s) shall solicit volunteers for the role of CRC for that school year. At least one but no more than two Class Representatives per class for each grade shall be selected by the PTA Board and/or Class Rep Coordinator. In the event there are more volunteers than available positions, the PTA Board and/or Class Rep Coordinator shall conduct a lottery, with oversight on final selection. In the event of a vacancy during the school year, the PTA Board and/or Class Rep Coordinator shall use their discretion in filling the available position.

Section 10.4 Duties & Selection of Volunteer Coordinator: The Volunteer Coordinator shall support Committee Chairs, for example helping them leverage existing PTA resources and operations, and be responsible for consolidating learnings and any executed contracts within PTA archives. The Volunteer Coordinator shall be appointed by the Board.

## **ARTICLE 11 AMENDMENTS**

These by-laws may be amended by a majority vote of the Members present at the General Meeting or Special Meeting at which the proposed amendment comes up for action. The proposed amendment(s) shall be submitted in writing to Members a reasonable time prior to the Membership Meeting at which the vote on the amendment shall be taken, and shall be read at least once at a Board of Officers meeting prior to such Membership Meeting. Without limiting the foregoing, by-laws specifying duties for Officers, and/or specifying duties of Officers for whom specific duties are not separately provided for herein can also be adopted by a majority of the entire Board; provided, however, that any by-law specifying duties for Officers and/or duties of Officers for whom duties are not separately provided for herein, so adopted by the Members, may be amended or repealed only by the Members.

## **ARTICLE 12 SAVINGS CLAUSE**

In the event that any provision of these by-laws shall at any time be found to be in violation of applicable law, then in any such event the offending provision shall be deemed modified to comply with the minimum requirements of any such law.

## **ARTICLE 13 INVESTMENT POLICY**

Section 13.1. Investment Objectives: Funds held by the HCES PTA shall be invested in accordance with the following objectives, listed in descending order of importance: (a) safety of principal, (b) liquidity, and (c) current income or yield.

Section 13.2. Permitted Investments: The Treasurer(s) shall invest funds held by the HCES PTA only in the following instruments: (a) bank accounts; (b) no-load money market funds; (c) short-term Certificates of Deposit (up to FDIC maximum) with a maturity of no more than two years; (d) U.S. government obligations with a maturity of no more than two years

Other investments are not permitted unless approved by a vote of the Board of Directors as described below in section 13.4.

Section 13.3. Custody and/or Financial Institutions: The Treasurer(s) shall select the financial institutions where accounts are maintained and which hold the Permitted Investments. Any change to a financial institution where an account is maintained is permitted, provided that the entire Board has been notified and such change is documented in the minutes of the relevant board meeting.

Section 13.4. Amending Investment Policy: This investment policy may be amended or waived by a majority vote of the Board of Directors of the HCES PTA, provided that such amendment or waiver (and the rationale for it) is documented in the meeting minutes.

**These by-laws as set forth above have been voted on and approved by the Membership. The most recent amendments were approved, in accordance with the provisions of Article 11 of the by-laws then in effect, at the Membership meeting held on April 29, 2025.**

Signatures:



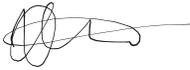
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Kari Strong, President



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Carly Burton Baharian, Co-Vice President



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Vanessa Nadal, Co-Vice President



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Eliberty Lopez, Co-Secretary

*Nehal Madhani*

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Nehal Madhani, Co-Secretary