

BYLAWS

OF

**PARENT ASSOCIATION OF P.S. 145 M, INC.**

APPROVED BY THE MEMBERSHIP ON NOVEMBER 16, 2017

| <b>NAME</b>          | <b>OFFICE</b>                            | <b>SIGNATURE</b> |
|----------------------|--|------------------|
| Yassiel Nieves       | President                                | _____            |
| Araceli Flores       | 1 <sup>st</sup> Vice president           | _____            |
| Vimel Peguero        | 2 <sup>nd</sup> Vice president (Title I) | _____            |
| Olga Ilyashenko      | Secretary                                | _____            |
| Marcello De Bernardo | Treasurer                                | _____            |

## **Article I – Name and Status**

The name of the corporation is “Parent Association of P.S. 145 M, Inc.” (the “Corporation”). The Corporation is a corporation as defined in subparagraph (a)(5) of Section 102 of the Not-for-Profit Corporation Law of the State of New York (as amended from time to time, the “NPCL”).

## **Article II - Objectives**

The objectives of the Corporation are to provide moral support and resources (financial and material) to P.S. 145 M (the “School”) for the benefit and educational growth of the students; to develop a cooperative working relationship between the parents and staff of the school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making, as well as to carry out any other activity that furthers the mission of the Corporation.

## **Article III - Membership**

### Section 1 Eligibility

Parents of students currently attending the School are automatically members of the Corporation, except for parents that are members of the School’s supervisory staff (principals, assistant principals, and supervisors) and parent coordinators, who shall not be members of the Corporation pursuant to Chancellor’s Regulation A-660 (CR A-660) (the “Chancellor’s Regulation”). Parents include all people 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 to a child currently attending the School. Parents of a child who is attending the School full time while on the register of a citywide program are automatically members of the Corporation. At the beginning of each school year, the Corporation shall send a welcome letter to inform parents of their automatic membership status and voting rights.

### Section 2 Dues/Donations

Donations are not a requirement for membership, voting or candidacy.

### Section 3 Voting Privileges

Each parent of a child currently enrolled at the School (i.e., each member of the Corporation pursuant to Section III.1 above) shall be entitled to one vote. Proxy voting, absentee balloting, and voting by email or conference call are all prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in the Chancellor’s Regulation.

## **Article IV – Officers**

### Section 1 Titles

The officers of the Corporation shall form the Corporation's executive board and shall be the following: president, 1st vice president, 2nd vice president (Title I), treasurer, and secretary. The Corporation must elect the mandatory officers: president, secretary, and treasurer; in order to be a functioning association. There shall be no qualifications for any office other than to be a parent of a child attending the School.

Section 2 Terms 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.

Section 3 Duties of Officers

President: The president shall preside at all meetings of the Corporation and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of the Corporation's committees with the approval of the executive board. The president shall delegate responsibilities to other members of the Corporation and shall encourage meaningful participation in all parent and school activities. The president shall provide opportunities for members' leadership development. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the School Leadership Team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks of the Corporation. The president shall attend OFEA professional development seminars relating to association leadership. The president shall assist with the June transfer of the Corporation's records, including all pertinent user IDs and passwords, to the incoming executive board. In the event that the Corporation elects co-presidents, the remaining executive board members in consultation with the Corporation 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 region/district presidents' council.

1st and 2nd Vice Presidents: Roles and responsibilities will be determined by the presiding president subject to the approval of the executive board. A vice president shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. Any vice president may serve as a designee on the president's council at the request of the president or co-presidents. If designated by the executive board, a vice president may serve as one of the signatories on checks of the Corporation. Vice presidents shall assist with the June transfer of the Corporation's records, including all pertinent user IDs and passwords, to the incoming executive board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the Corporation. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The treasurer shall be one of the signatories on checks of the Corporation. The treasurer shall adhere to and implement all financial procedures established by the Corporation.

The treasurer shall be prepared to present and provide copies of financial reports at all member meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall attend OFEA professional development seminars relating to financial affairs. The treasurer shall assist with the June transfer of all of the Corporation's records, including all pertinent user IDs and passwords, to the incoming executive board. In the event that the Corporation elects co-Treasurers, designation of roles and responsibilities between the co-Treasurers will be subject to approval by the executive board.

Secretary: The secretary shall be responsible for the preparation and distribution of notices of all member meetings and events. General membership meeting notices are to be distributed at least 10 calendar days prior to the scheduled meeting. The secretary shall maintain the official record (minutes) of the proceedings and actions of all Corporation meetings. The secretary's responsibilities shall include the preparation of agendas, sign-in sheets and materials for distribution. The secretary shall prepare the minutes of each member meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval (i.e., executive board minutes to be reviewed and approved by the executive board and general meeting minutes to be reviewed and approved by the general membership). The secretary shall maintain custody of the Corporation's records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the office of the School's principal (the "Principal"). The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Corporation. The secretary shall assist with the June transfer of all of the Corporation's records, including all pertinent user IDs and passwords, to the incoming executive board. In the event that the Corporation elects co-secretaries, designation of roles and responsibilities between the co-secretaries will be subject to approval by the executive board.

#### Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Corporation 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. Vacant, non-mandatory officer positions may be filled in the Fall by election at a general meeting held no later than December 20.

Members of any Community or Citywide Education Councils are not eligible to serve as elected officers of the Corporation. Employees of the School, including parent coordinators, and employees of the New York State Department of Education may not serve as the Corporation's officers. This restriction applies equally to employees who have a child currently attending the School.

- a. Nominating Committee: A nominating committee must be established during the April general membership meeting. The nominating committee

shall consist of three to five volunteers who are members of the Corporation, none of whom are members of the executive board or plan to run for office. The nominating committee shall choose one of its members to serve as chairperson. No person employed at the School shall be eligible to serve on the nominating committee.

The nominating committee shall solicit nominations in writing 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 the Chancellor's Regulation;
- 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 is provided to all members allowing for nominations, including self-nominations, to be taken from the floor during the May meeting and that the nomination process is officially closed at the end of the May meeting;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting; and
- ensuring that the election is certified by the Principal or his/her designee immediately following the election.

If a nominating committee cannot be formed at the April meeting, the Corporation shall conduct an expedited election on the previously-determined election date. The expedited election will occur during the course of a single meeting at which all nominations for all offices will be taken from the floor immediately prior to the election.

- b. Notices: The meeting notice and agenda for the Spring general membership election meeting shall be distributed at least 10 calendar days prior to the election meeting (in accordance with the notice requirements set forth in the Chancellor's Regulation). 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.
- c. Candidate Statements: During the general membership election meeting, candidates will have an opportunity to address the membership prior to voting. If a candidate is not able to be present, another member may read the candidate's statement. The nominating committee may distribute statements prior to the elections but after nominations have been closed, and may host candidate forums. All candidates must be given an equal opportunity to participate. Other than candidate statements distributed by the nominating committee, no materials in support of a candidate or slate of candidates may be distributed on school premises or on the school's website by any candidate, supporter, the Corporation's executive board or committee.
- d. Contested Elections and Use of Ballots:
- Written ballots shall be used in all contested elections.
  - Names of candidates shall appear on the ballot in alphabetical order by last name under the title of the office(s) for which they were nominated. Names of candidates running for co-offices must be listed together and voted for as a team.
  - Whenever possible, ballots shall be printed with voting instructions in English and all other languages spoken by parents in the school.
  - Ballots shall be distributed once voter eligibility has been established.
  - Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be counted immediately following the conclusion of voting and in the presence of the members.
  - Ballots must not be removed from the school. The Corporation shall retain the 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.

- e. Uncontested Elections: If there is only one candidate for an office, the membership may vote to accept that candidate by a single motion. The result of the motion must be recorded in the minutes.
- f. Officer Vacancies: Officers who wish to resign their positions once an election has been certified must submit their written resignation to the secretary and immediately turn over all of the Corporation's records in their possession or control. All officer vacancies shall be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the 1<sup>st</sup> vice president or next highest ranking officer. An officer may choose to retain their current position and not succeed to the higher-ranking office, in which case succession passes to the next highest ranking officer. When an office cannot be filled through succession, an expedited election must be held to fill the vacancy.

The ranking of officers for succession purposes shall be:

- i. President
- ii. 1<sup>st</sup> Vice President
- iii. 2<sup>nd</sup> Vice President (Title I)
- iv. Treasurer
- v. Secretary

- g. 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 4.4.d of these bylaws.

## Section 5 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 the Corporation's officers has concluded, the election of parent members to the SLT shall begin. The election of parent members to the SLT shall follow the same election procedure as the procedure for officer elections.

## Section 6 June Transfer of Records

The Corporation shall maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. The outgoing executive board shall arrange for the orderly transfer of records and information of the Corporation, which shall include user IDs, passwords, all parent contact information, and an overview of all of the Corporation's transactions for the school year, to the incoming executive board. 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 7 Disciplinary Action

### 7.1 Grounds for Removal from Office:

- Failure to fulfill the duties of office as outlined in Section 6 of these bylaws;
- 3 consecutive unexcused absences from executive board or general membership meetings;
- Posing a threat to the safety and well order of the Corporation or the larger School community;
- Exercising behavior unbecoming the office as determined by the general membership; or
- Upon recommendation of an investigatory entity, violation of the law.

### 7.2 Officer Removal: Officers may be removed for unsatisfactory performance upon recommendation of the executive board or a motion from a member, followed, in each case, by a two thirds vote of the membership.

- i. A motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee shall be formed. This committee will gather information and provide the Corporation with a recommendation in writing, within 30 days of the recommendation or motion to remove the officer.
- iii. The vote on a recommendation or motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. 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 Corporation. Officers are expected to attend all executive board meetings. Employees of the School are ineligible to serve as elected officers of the Corporation. No DOE employees may serve as mandatory officers: president, secretary, or treasurer.

### Section 2      Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first Friday of every month between 8:30 and 9:00 am unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Friday. Parent volunteers may sit in on these meetings, but they may not have a vote in any decision made by the executive board.

### Section 3      Voting

Each member of the executive board shall be entitled to one vote. When a board position has two or more officers, each officer shall be entitled to one vote.

### Section 4      Quorum

No less than three members of the executive board shall constitute a quorum, allowing for official business to be transacted.

### Section 5      Education Council Selectors

The three mandatory officers of the Corporation (president, secretary, and treasurer) shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. In the case of co-presidents, co-secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the selectors.

## **Article VI – General Membership Meetings**

### Section 1      General Membership Meetings

1.1      The general membership meetings of the Corporation shall be held on the third Thursday of each month from September through June between 8:30 and 9:00 am unless such day 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 must be distributed at least ten calendar days prior to the scheduled meeting. Notices shall be distributed in the languages spoken by parents at the school whenever possible.

- 1.2 All meetings, including committee and executive board meetings as well as general membership meetings, must be held in the School. Under no circumstances are the Corporation's meetings to be held in private residences or commercial venues (*e.g.* restaurants or private clubs).
- 1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject only to any restrictions in these bylaws.
- 1.4 Observers (non-members) may speak and otherwise participate, if acknowledged by the presiding officer or chairperson.

## Section 2 Order of Business

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

- Call to Order
- Review and Approval of Minutes
- President's Report
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

## Section 3 Quorum

Until such time as a court of competent authority issues an order dispensing with the statutory quorum requirement for general membership meetings found in New York Not-for-Profit Corporation Law § 608(b) for the Corporation (a "Quorum Order"), the quorum required to conduct official business of the Corporation at general membership meetings shall be the lower of 100 members or 10% of the general members. After a court of competent authority has issued a Quorum Order, the quorum required to conduct official business of the Corporation at general membership meetings shall be the greater of: (i) 8 members, including at least 2 executive board members and at least 6 parent members; and (ii) such other number of members required for a quorum as is specified in the Quorum Order.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form for approval at every general membership meeting. After approval, a copy of the minutes shall be kept in the school's main office. The minutes of any Corporation meeting must be made available upon request to any member.

Section 5 Special Membership Meetings

5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from 3 or more members, the president must call a special membership meeting within 5 school days of the request and provide at least 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meetings shall be conducted using the rules of order specified in *Robert's Rules of Order – Newly Revised*, except in any instance in which those rules of order conflict with laws, policies, rules, or regulations applicable to the Corporation.

**Article VII – Standing Committees**

Section 1 Audit Committee

There shall be a standing audit committee with the composition, responsibilities, and authority described in Section IX.4.

Section 2 Ad Hoc Committees

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 approved by the general membership and recorded in the minutes of the Association.

**Article VIII - Indemnification**

Section 1 Indemnification in Actions by Third Parties

The Corporation shall indemnify any person, made, or threatened to be made, a party to an action or proceeding other than one by or in the right of the Corporation to procure a judgment in its favor, whether civil or criminal, including an action by or in the right of any other corporation of any kind, domestic or foreign, or any partnership, joint venture, trust, employee benefit plan or other enterprise, in which any director or officer of the corporation served in

any capacity at the request of the Corporation, by reason of the fact that he, his testator or intestate, was a director or officer of the Corporation, or served such other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity, against 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 director or officer acted, in good faith, for a purpose which he reasonably believed to be in, or, in the case of service for any other corporation or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Corporation and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his conduct was unlawful.

**Section 2 Indemnification in Actions by the Corporation**

The Corporation shall indemnify any person made, or threatened to be made, a party to an action by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he, his testator or intestate, is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a director or officer of any other corporation of any kind, domestic or foreign, of any partnership, joint venture, trust, employee benefit plan or other enterprise, against amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with the defense or settlement of such action, or in connection with an appeal therein, if such director or officer acted, in good faith, for a purpose which he reasonably believed to be in, or, in the case of service for any other corporation or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Corporation, except that no indemnification under this paragraph shall be made in respect of (1) a threatened action, or a pending action which is settled or otherwise disposed of, or (2) any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation, unless and only to the extent that the court in which the action was brought, or, if no action was brought, any court of competent jurisdiction, determines upon application that, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such portion of the settlement amount and expenses as the court deems proper.

**Article IX - Financial Affairs**

**Section 1 Fiscal Year**

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

**Section 2 Signatories**

The president, treasurer, and 1<sup>st</sup> vice president are authorized to sign checks of the Corporation. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (*i.e.* spouses, siblings, in-laws, relatives, or members of the same household). A member may not sign a check if she/he has any direct or indirect interest in the expenditure.

## Section 3 Budget

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

- 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.
- The proposed budget for the next school year must be presented to and approved by the membership no later than the June meeting.
- The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at that time.
- The executive board must present the budget process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the Corporation, must be completed by at least 2 members, including one executive board officer. These members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Corporation's financial records must display the total amount of funds and the signatures of the members who participated in counting the funds.
- No parent or staff member shall collect fund raising proceeds from any student without approval from the Principal.
- The Principal's consent is required when a fundraising activity is held during school hours or on school property.
- All funds shall be deposited in the bank account by authorized executive board members within 1 business day of receipt, whenever possible, and in no event more than 3 days after receipt. No funds shall be kept in a member's residence or place of work. If the deposit is not made within 1 business day of receipt, the executive board shall ensure that all funds are secured in a locked location on School premises. The executive board must obtain written acknowledgement from the Principal when Corporation funds are secured in the school. Association funds must be taken to the bank for deposit by at least 2 authorized members, with deposit receipts being properly returned and catalogued.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, the Corporation's minutes related to the financial transactions, etc.)

- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 The executive board is authorized to make an emergency expenditure not to exceed \$250 with a two-thirds approval by the executive board. Emergency expenditures are appropriate for the following purposes: expenditures requested by the School on an emergency basis, or unforeseen expenditures critical to ensure a successful event previously approved by the Corporation and the School administration. Emergency expenditures shall be reported to the general membership in writing by the treasurer at the next member meeting. The minutes of the meeting must reflect a vote taken by the Corporation to accept this action.

#### Section 4      Audit

- 4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on the Corporation's checks may serve on the audit committee. The majority of the committee shall be comprised from the general membership.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the Corporation 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 Corporation's financial records be conducted.
- 4.3 The audit committee may examine all relevant financial statements and records of disbursements, verify all of the Corporation's equipment, and ensure compliance with bylaw provisions for the transaction of funds.
- 4.4 The audit committee shall prepare a written audit report or provide copies of the external 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

- 5.1 The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June general membership meeting, including all income, expenditures, and other transactions. These reports shall be presented to and reviewed by the general membership. Copies of these reports shall be provided to the Principal.
- 5.2 The treasurer shall prepare and file or have prepared and filed the federal Form 990-N that must be filed annually by November 15 if the corporation has federal 501(c)(3) tax-exempt status, or such other federal tax or charitable organization reporting forms as may be required by law.

- 5.3 The treasurer shall be responsible for all funds of the Corporation 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 of the Corporation 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 Corporation, including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

### **Article X – Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the Corporation by two-thirds votes 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 the Chancellor's Regulation and Department of Education guidelines.

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

These bylaws as set forth above have been voted on and approved by the membership on November 16, 2017.

Signed By:

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Yassiel Nieves, President

Date: November 16, 2017

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Olga Ilyashenko, Secretary

Date: November 16, 2017

Filed with the Principal on \_\_\_\_\_

(Month) (Day) (Year)