

**BYLAWS
OF THE
PARENT TEACHER STUDENT
ORGANIZATION (PTSO)
OF
BROOKLYN PROSPECT CHARTER
SCHOOL**

APPROVED BY THE MEMBERSHIP ON: _____

RECORDING SECRETARY: _____

PRINT NAME: _____

BROOKLYN PROSPECT CHARTER SCHOOL PARENT TEACHER STUDENT ORGANIZATION

In keeping with the mission of the Brooklyn Prospect Charter School, the school's Parent Teacher Student Organization (PTSO) takes an active role in fostering a close collaborative relationship among the families, teachers, students and administration. The PTSO partners with school leadership to ensure that Brooklyn Prospect is incorporating parental feedback and receiving direction from parents. In addition, the PTSO is a parental resource for guidance and support in navigating students' elementary, middle and high school years. In order to support the mission of the school, the PTSO will facilitate active volunteer and fundraising activities to benefit the Brooklyn Prospect Charter School community. The PTSO strives to have its leadership and membership model the diversity of the student body.

GOALS:

1. To foster understanding and respect within the school community,
2. To educate parents about the mission of the school, how academic programs support that mission and how parents can help support the school program,
3. To provide a framework within which parents can share interests, ideas and questions with school administrators; and,
4. To develop a sound organization leading to:
 - Clear communications between families and the school
 - A strong volunteer organization
 - An annual fundraising plan to help augment student programs
 - Strong reciprocal relationships between school, family and the larger community.

PTSO MEETINGS allow members to come together on behalf of the Brooklyn Prospect school community, and provide regular and direct access to school administrators. These meetings provide parents, teachers and students with the opportunity to gain a deeper understanding of the school and its mission.

FUNDRAISING is a vital and important role for the PTSO. Each year, the Board of Trustees, Executive Director and the Director of Development along with faculty and staff will work hard to fill gaps in the school's annual operating budget. It is the aspiration of the PTSO that all parents will participate either formally or informally in annual fundraising. There are many ways to give-- volunteer time, gifts-in-kind and donations -- all are important to the success of Brooklyn Prospect Charter School.

1. Regularly Scheduled Meetings

- a) A minimum of four (4) General Membership Meetings shall be held annually, with at least one (1) meeting to be scheduled and held within sixty (60) days of the beginning of the school year. Members shall receive a minimum of ten (10) days written notice prior to the date of each General Membership Meeting.
- b) All decisions affecting the PTSO calendar, including the scheduling of events, must be proposed to the PTSO Officers, either in writing or in person at an Officers meeting, before being presented to the membership.
- c) Attendance of twenty (20) members of the PTSO at a meeting shall constitute a quorum.
- d) Meetings of the membership may be called to address emergency and unanticipated situations for which immediate action is required. A Special Meeting may be called by the PTSO Officers or by request of twenty (20) members of the PTSO. Members shall receive a minimum of five (5) days written notice of any Special Meeting.
- e) All meetings, including PTSO Officer and Committee meetings, are open to the membership.
- f) Non-members of the PTSO may speak at a General Membership Meeting upon prior approval by the PTSO Officers.

2. Parent Members

Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children are automatically members of the PTSO.

3. Teacher Members

Teachers at Brooklyn Prospect Charter School are automatically members of the PTSO. Administrators may be invited to attend and, as appropriate, to give reports at General Membership Meetings.

4. Student Members

Students attending Brooklyn Prospect Charter School are automatically members of the PTSO. Current students are encouraged to attend General Membership Meetings. Representatives of the Student Council are encouraged to participate in General Membership Meetings.

5. Voting

Parents, teachers and students have the right to vote subject to the limitations noted in these bylaws. Each parent or teacher shall have one vote. Elected Officers of the Student Council shall each have one vote. Voting by proxy or absentee ballot is prohibited.

6. Conflicts of Interest

In matters where a member has a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

7. Offices

The PTSO Officers shall plan and direct the work necessary to carry out the programs and policies adopted by the membership.

At a minimum, the PTSO shall elect a President, Secretary (the position of Recording Secretary is the mandatory Secretary position), and Treasurer. Other offices that are anticipated are a Co-President, one or more Vice-Presidents, and a Co-Secretary. For the purposes of filling vacancies by succession, the ranking of officers shall be in the following order (President or Co-Presidents; Vice-President or Co-Vice-Presidents; Recording Secretary or Treasurer). In addition, the Nominating Committee may recommend that the PTSO establish additional offices in order to meet the needs of the PTSO. There are no qualifications for any office in the PTSO other than to be a parent/guardian of a child enrolled in Brooklyn Prospect Charter School.

a) President (or Co-Presidents)

The President, one of the Co-Presidents, or his or her designee, shall preside at all meetings of the membership and is a member Ex-officio of all committees except the Nominating Committee. In all other ways, the President or Co-President acts as the Executive Officer of the PTSO.

Upon confirmation by the State University of New York's Charter Schools Institute, the PTSO President or one of the Co-Presidents is a voting Trustee of Brooklyn Prospect Charter School and is responsible to attend meetings of the Board of Trustees.

b) Vice-President (or Co-Vice Presidents)

The Vice President shall act as assistant to the President or Co-Presidents and shall preside in his or her absence. At the request of the President or Co-Presidents, the Vice President may, when necessary, act as the Executive Officer of the PTSO.

c) Recording Secretary

The Recording Secretary shall keep accurate minutes of all General and Special meetings of the membership. At each meeting the Secretary shall present the minutes of the proceeding meeting. Copies of the meeting minutes shall be made available to all PTSO members. This office may be combined with that of the Corresponding Secretary, in which case the office shall be known as the Secretary and the duties in both Sections c and d shall be applicable.

d) Corresponding Secretary

The Corresponding Secretary shall attend to all the correspondence, notices for all General Membership and Special Meetings, and other such duties as required. This office may be combined with that of the Recording Secretary.

e) Treasurer (or Co-Treasurers)

The Treasurer shall have the responsibility of collecting contributions or other monies and delivering them to the Executive Director of Brooklyn Prospect Charter School or his/her designee, receiving a receipt at all times. The Treasurer shall keep an exact account of such collections. The Treasurer shall keep an accurate accounting of all PTSO incomes and expenses. The Treasurer shall give periodic financial reports to the membership at the General Membership Meetings.

8. Nomination of Officers

a) Nominations for officers shall be made by a Nominating Committee, which is a temporary committee of at least three (3) members, the majority of whom have been elected by the membership, typically at the March or April meeting. Officers and persons employed by the school may not serve on the Nominating Committee, and no

member of the Nominating Committee may seek a position as a PTSO Officer. The Nominating Committee shall elect its own chairperson.

b) If a Nominating Committee is not elected by the end of April, a Nominating Committee of at least two members of the PTSO who are not running for office will be appointed by the PTSO Officers. The PTSO Officers must communicate to the membership that the nominations and election process will proceed under the direction of this appointed Nominating Committee.

c) The Nominating Committee shall solicit recommendations for candidates for officer positions. The Nominating Committee is responsible for canvassing the membership for all eligible candidates, determining candidate eligibility, and running the nominating process at any membership meetings. Written notices soliciting nominations, including self-nomination, must be distributed to the membership; e-mail is permitted.

d) All members must have the opportunity to make nominations from the floor prior to the closing of nominations just prior to the election. Any persons nominated on the day of the elections must be present during the election.

9. Election of Officers

a) Elections for officers must be held on an annual basis at a General Membership Meeting. The Nominating Committee must send written notice to the membership informing them of the date and time of the election, and the names of all eligible candidates. The Executive Director of Brooklyn Prospect Charter School must be notified of the date and time of election.

b) The Nominating Committee shall preside over the election. At the election, the Nominating Committee shall present the names of all eligible candidates. In addition, the Nominating Committee may propose a slate of officers. Mandatory offices (i.e., President, Recording Secretary and Treasurer) may not be designated to be set aside for incoming parents. A non-mandatory position may be set aside to be filled by election of a parent/guardian of an incoming student; in this case the Nominating Committee shall preside over the election for that position in the Fall, typically October.

c) If there is only one candidate for each office, by motion and vote of the membership, the Recording Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the meeting minutes.

10. Term of Office and Term Limits

Terms of office shall be from July 1 to June 30 of the following year. Term limits for each Officer position shall be limited to two consecutive one-year terms. The Officer may be elected to serve for a third term provided no other interested candidate is nominated and willing to serve. The offices of President or Co-president are the same office and the same term limits apply whether a person acts as either a president or a co-president or a combination of the two for the period allowed under the term limits.

11. Officer Meetings

Periodic meetings of the PTSO Officers shall be held, typically on a monthly basis. The President or Co-Presidents may call additional meetings on an as-needed basis. The President or Co-Presidents also shall call an Officer meeting upon the written request of three (3) Officers.

A minimum of four (4) PTSO Officers, including at least one (1) Co-President or one (1) Co-Vice President, shall constitute a quorum at an Officers meeting.

12. Officer Vacancies

For a vacancy occurring in a PTSO Office, the membership must be notified of such vacancy in a timely manner. Any such vacancy must be filled by succession. For the purposes of filling vacancies, the ranking of officers shall be in the following order (President or Co-Presidents; Vice-President or Co-Vice-Presidents; Recording Secretary or Treasurer). In the event that a vacancy in a mandatory office (i.e., President, Recording Secretary or Treasurer) cannot be filled through succession, a special election must be held to fill that vacancy within sixty (60) days. Such special election must be presided over by a Nominating Committee or other persons selected by the membership.

The position of any PTSO Officer who fails to attend two (2) consecutive Officer meetings may be declared vacant by the President or Co-Presidents.

13. Removal of Officer

Upon a finding of misconduct, being derelict and or neglectful of his/her duties as an Officer, which may include failure to attend two (2) consecutive PTSO Officer meetings, said Officer shall be suspended from office by recommendation of the PTSO Officers, or motion from a member and two-thirds (2/3) vote of the membership present. Said vote should occur at the first General Membership meeting that follows the PTSO Officer meeting.

14. PTSO Committees

a) Standing Committees

The standing committees for the following school year will be recommended by the newly elected Officers for adoption at the first General Membership Meeting of the school year.

Each committee shall elect its own chairperson. For a vacancy occurring in the Chairperson of a standing PTSO committee, the members of that committee shall seek to fill the position by a majority vote of the committee members. If a vacancy in the position of chairperson of a standing committee cannot be filled by committee vote, then the PTSO officers may appoint a chairperson.

b) Ad-hoc Committees

During the school year, the PTSO Officers may add or delete such committees, as they may deem necessary.

c) Meetings

Each standing committee will determine its own schedule for meetings.

d) PTSO Officers may serve on standing and/or ad-hoc committees.

15. Maintenance of the Bylaws

a) Review of Bylaws

The PTSO bylaws shall be reviewed by the membership at least once every three (3) years.

b) Amendment of Bylaws

The bylaws may be amended at any General Membership Meeting by a two-thirds (2/3) vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, or, in writing to the membership at least five (5) business days prior to the meeting at which the amendment is to be presented for vote before the membership.

c) Availability to Review Bylaws

The PTSO must give the Executive Director of Brooklyn Prospect Charter School a copy of its bylaws and amendments and these shall be available in the Executive Director's office. The PTSO must make a copy of its bylaws and amendments available at every PTSO meeting and to members upon reasonable request. Wherever possible, bylaws should be made available in the languages parents speak.

16. Grievances

As per school policy, any complaint involving the PTSO that is not satisfactorily resolved by the PTSO may be submitted to the Executive Director of Brooklyn Prospect Charter School. Should the resolution by the Executive Director fail to satisfy the concerned parties, the complaint may be presented to the Board of Trustees of Brooklyn Prospect Charter School in an open meeting or in writing. The Board of Trustees shall respond at or prior to the next public meeting of the Board of Trustees. Every effort will be made to respectfully address the matter to the satisfaction of the individual or group who presented the complaint. The Board of Trustees, as necessary, shall direct the Executive Director or other responsible party to act upon the complaint and report to the Board of Trustees. The Board of Trustees shall render a determination in writing, as necessary.

If, after presentation of the complaint to the Board of Trustees, the individual or group determines that the Board of Trustees has not adequately addressed the complaint, the complainant may present the complaint to the State University Trustees through the Charter Schools Institute, which shall investigate and respond.

17. Indemnification

All PTSO Officers shall be indemnified by the Brooklyn Prospect Charter School for any legal claims brought against them for actions taken in their official capacity and while acting in good faith.