



LaGuardia High School Parents Association  
100 Amsterdam Avenue  
New York, NY 10023

Bylaws  
of  
LaGuardia High School Parents Association Inc.

APPROVED BY THE PA MEMBERSHIP on May 31st, 2022



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## **I**

### **NAME**

The name of this parents association will be: "LaGuardia High School Parents Association Inc." and for the purpose of these Bylaws is hereinafter referred to as the "PA."

## **II**

### **OBJECTIVES AND POLICIES**

**A. Objectives:** The PA is organized and shall be operated to raise funds exclusively for educational, artistic and social purposes for the students of Fiorello H. LaGuardia High School of Music & Art and Performing Arts, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"):

1. To strengthen and support Fiorello H. LaGuardia High School of Music & Art and Performing Arts ("LaGuardia High School" or "the school") for the benefit and educational, artistic and social growth of all the students;
2. To promote a positive relationship between the parents, leadership and staff of LaGuardia High School;
3. To encourage and foster participation in the Executive Board and Parent Association that reflects the cultural, racial, and socio-economic diversity of the parent body;
4. To provide opportunities and training for parents to participate in school governance and decision-making;
5. To pursue the integration and participation of parent/guardian membership whose first language is not English. As part of this goal, the PA will work closely with the school to ensure that all communications are translated into Spanish, Mandarin, and Russian, and that language interpreters are available at meetings. The PA will seek the expertise and support of the Principal, the parent coordinator and FACE to fulfill this objective as part of their diversity, equity and inclusion principles.

## **B. Policies:**

**1. Compliance.** All business conducted by the PA will be in compliance with the Chancellor's Regulation A-660 and all its modifications as well as all the regulations of the Department of Education and New York City, the laws of the State of New York and the Laws of the US.

**2. Mode of Communication.** PA notifications will be sent in manners designed to reach all parents. Email will be the primary mode of communication. As per Chancellor's regulations, the PA may use other modes of communication, such as the school communication infrastructure as well as the PA website and social media accounts linked to the PA; if utilized, these must be used exclusively for PA purposes. These modes of communication must not be used to endorse an individual candidate or slate of candidates in any election.

**a)** To ensure that PA meeting notices and information can reach all parents, the principal must provide assistance to the PA in distributing materials. Multiple means of communication (e.g., email, automated call, backpack, postal mail, and/or a third party mobile application used by the school) may be necessary.

**b)** Principals must facilitate distribution of PA membership surveys that are required or encouraged under this regulation. (Regulation A-660, L.2.a)

**3. Data Privacy Policy.** Pursuant to the Family Educational Rights and Privacy Act (FERPA), the PA may ask the school for parental information as long as there is a parent's written consent.

The Executive Board must ensure that any member contact information acquired by the PA is safeguarded from disclosure and is used only for legitimate, official PA purposes, and not for personal communications.

## **III**

### **MEMBERSHIP**

#### **A. Eligibility:**

**1.** Parents of students currently attending LaGuardia High School are automatically members of the PA. The term Parents includes parents by birth or adoption, step-parents, legally appointed guardians, foster parents and persons in parental relation to a child currently attending LaGuardia High School. However, members of the Supervisory Staff at LaGuardia High School (principals, assistant principals and supervisors) may not be members of the PA, in accordance with the Chancellor's Regulation A-660 definitions.



**2. Individuals who will begin their membership the following school year are not eligible to vote. At the beginning of each school year, the PA will send a welcome letter to inform parents of their automatic membership status and voting privileges and will encourage their participation.**

#### **B. Dues/Donations:**

- 1. The payment of dues is not a condition for participation or membership.**
- 2. Members may be requested to make a voluntary donation. The amount of the suggested donation will be established by the Executive Board at the beginning of the school year.**

#### **C. Participation:**

**1. Voting Privileges.** Every parent of a student currently enrolled at the school shall be entitled to a single vote during any in-person or virtual meetings. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A- 660.

The election of officers must be conducted at an in-person meeting or using a virtual remote platform (VRP). Elections at a hybrid meeting are prohibited. Voting by proxy, absentee ballot or email, is prohibited.

**2. Restrictions.** PA Members who are employed by LaGuardia High School are not eligible to serve as members of the executive board or nominating/election committee of the PA, even if they have a child in the school.

**3. Conflicts of Interest.** The membership must avoid incurring in the circumstances indicated in the Chancellor's Regulation A-660 (section D.3.c). In general, PA members who have a conflict of interest with their interests as PA members, including but not limited to any direct or indirect interest in any business transaction, any financial interest or any business dealing with LaGuardia High School, must disclose such interest to the membership and refrain from participation in any decision relating to that matter. The disclosure must be placed in the minutes of the meeting at which the disclosure is made.

#### **D. Elections of Officers:**

**1. Nominating Committee.** A nominating committee must be established during a general membership meeting at least a month before the spring elections. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board who are planning to run for office.

**a)** The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nominations from the floor at a general membership meeting prior to the close of nominations.

**b)** 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.

**c)** Duties of the nominating committee may include, but are not limited to the following:

**(i)** canvassing the membership for eligible candidates;

**(ii)** preparing and distributing all notices of any meeting pertaining to the election process;

**(iii)** preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election only if the election is in person and with the assistance of the Parent Coordinator;

**(iv)** verifying the eligibility of all interested candidates prior to the election;

**(v)** scheduling the election at a time that ensures maximum participation;

**(vi)** ensuring that only eligible members receive a ballot for voting;

**(vii)** ensuring that the election is certified by the principal or designee immediately following the election.

**(viii)** If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

**2. Notices.** The election meeting notices and agendas for all election meetings shall be distributed in accordance with Chancellor's Regulation A- 660's notice requirements.

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 and meeting format (in-person or virtual) 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.



### **3. Contested Elections and the Use of Ballots.**

**a)** Written or virtual ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together as a slate. Where possible, ballots should contain instructions in all languages spoken by parents in the school.

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

**c)** Written Ballots must not be removed from the school. The Association must retain written ballots and virtual results 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.

**4. Uncontested Elections.** Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

**5. Officer Vacancies.** Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary and immediately turn over all Association records.

**a)** When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the vacancy.

**b)** An officer may choose to retain their current position and not assume the higher ranking office.

**c)** In the event of a resignation of a Co-President, the remaining Co-President may choose to continue as a sole President for the remainder of the term or to resign, so that position may be filled by succession or an expedited election.

**d)** The ranking of officers for succession purposes shall be:

**(i)** The First Vice President-Communications to President.

**(ii)** Assistant Secretary to Recording Secretary

**(iii)** Assistant Treasurer to the Treasurer

## **6. Expedited Election Process.**

**a)** Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession.

**b)** The executive board shall be responsible for announcing vacancies and distributing written notice indicating the date, time and meeting format (in-person or virtual) 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 3a of these bylaws. Elections in a hybrid meeting are prohibited.

**c)** If quorum (Chancellor's Regulation A- 660 Section I.J.5. and Bylaws VII.C.2) is not met at the election meeting, a second election meeting must be scheduled, and a written Notice of Election Meeting must be sent to the membership at least 5 calendar days prior to the election.

## **IV**

### **EXECUTIVE BOARD**

#### **A. Composition:**

The executive board of the PA will be composed of mandatory and non-mandatory officers as outlined below (collectively, "Officers" of the "Executive Board"). All Officers with the exception of the Class Representatives, who will be elected at the first PA meeting in the fall, will be elected by majority vote of the general members of the PA or of their respective Studio then present at the Spring Election.

**1. Sharing Offices.** Positions may not be occupied by more than one individual unless it is specified as being for co-officers, in which case the individuals must run as a slate.

**2.** Individuals may be elected to only one office on the Executive Board.

#### **B. Titles:**

**1. Mandatory Officers.** The PA's mandatory officers, as required by the Chancellor's Regulation A-660, consists of one (1) President or two (2) Co-Presidents acting together to fill the President office, one (1) Treasurer, and one (1) Recording Secretary.



Mandatory Officers will be elected by majority vote of the general members of the PA then present at the Spring election.

**2. Non-Mandatory Officers.** The Non-Mandatory Officers will consist of one (1) First Vice-President-Communications, one (1) Second Vice President - Engagement and Hospitality, one (1) Third Vice President - Fundraising, one (1) Assistant Treasurer, and one (1) Assistant Secretary. These Non-Mandatory Officers will be elected by majority vote of the general members of the PA then present at the Spring election.

Additional Non-Mandatory Officers will include:

**a)** One (1) Audit Officer and four (4) Officers of the Academic Forum.

**b)** The Academic Forum consists of four (4) Officers and must consist of at least one (1) freshman parent and no more than two (2) junior parents at the time of the Spring election. These Officers will be elected by majority vote of the general members of the PA then present at the Spring election.

**c) Class Representatives.** There will be four (4) Officers: Each represents a year, one (1) representing the Senior Class, one (1) representing the Junior Class, one (1) representing the Sophomore Class, and one (1) representing the Freshman Class.

Each Class Representative must be the parent of a member of the respective class at LaGuardia High School at the time of their election.

All Class Representatives will be elected at the first PA meeting in the Fall, the Class Representatives will be elected by majority vote present at the Fall election.

**d) Studio Representatives.** There will be five (5) Officers, one (1) from each of the following five (5) studios: Art, Dance, Drama, Music, and Technical Theater. Each Studio Representative will be elected by majority vote of the members of the studio which they represent then present at the Spring election.

### **C. Term of Office:**

The term of office begins on July 1st and ends on June 30th, except for an Officer elected in the fall or at an expedited election, whose term will begin on the date of his/her election and will end on June 30th. All Officers will be elected for one term.

### **D. Eligibility:**

Eligibility for the Executive Board is limited to parents eligible for PA membership in accordance with Section IIIA of these Bylaws who are not employed at LaGuardia High School.

Individuals whose employment is located at the school, but who are paid by a non-DOE funding source for a program that is not part of the regular school day are exempted from this restriction.

## **E. Duties of Officers:**

### **1. President or Co-Presidents.**

**a)** The President or Co-Presidents will represent the PA in all events at school and outside the school whenever the participation of the PA is required.

**b)** The President or Co-Presidents will act as the chief executive officer of the Executive Board and the PA and will have the general powers and duties of supervision and management. Specifically, the President or Co-Presidents are authorized to spend PA money within limits set by the Executive Board and to negotiate and execute agreements on behalf of the PA, when so authorized by the General Membership.

**c)** The President or Co-Presidents will preside at all meetings of the PA and the Executive Board and will be ex-officio members of all committees, except the Nominating Committee.

**d)** The President or Co-Presidents will delegate responsibilities to other PA members and will encourage meaningful participation in all parent activities.

**e)** The President or one (1) Co-President will serve as a representative on the District 3 Presidents' Council, as decided by the Co-Presidents, and will regularly attend Presidents' Council meetings, report information from those meetings to the PA, and solicit feedback to share with the Presidents' Council. Should the President or one of the Co-Presidents be unable to fulfill this role, a replacement may be designated.

**f)** The President or one (1) Co-President will serve as a member of the LaGuardia High School Leadership Team (the "SLT") and be responsible for communicating monthly to the PA information discussed at SLT meetings, including the Comprehensive Education Plan and the public view of the school's budget from DOE's Galaxy budgeting system.

**g)** The President or Co-Presidents will meet at least once per month with the Principal of LaGuardia High School to review and discuss parents' concerns, parent initiatives, student achievements, school needs including its financial needs, and in general ways to boost parent/school communications.

At the beginning of each school year the Principal and the President or Co-Presidents will establish the day and time of each month's meeting.

**h)** The President or Co-Presidents shall consult with the Principal, as needed, on behalf of the Executive Board and the PA.



**i) The President or Co-Presidents will meet monthly with the Executive Board members in accordance with these Bylaws to plan agendas and discuss school-wide issues. The President or Co-Presidents will be responsible for the agenda for each Executive Board and PA meeting, which will be distributed prior to the meeting.**

**j) The President or Co-Presidents will notify the appropriate Studio Representative of any meeting with the LaGuardia High School Administration concerning the Representative's studio, so that the Representative may be present to represent the interest of their studio.**

**k) The President or Co-Presidents will each be authorized individually to sign checks written by the PA pursuant to Title VIII (B.1.a) of these Bylaws and to initiate disbursements via bank debit card or other electronic payment mechanisms pursuant to Title VIII(B.2.c.d) of these Bylaws**

**l) The President or Co-Presidents will participate in the development and review of the proposed budget.**

**m) The President or Co-Presidents will suggest committee chairs whenever necessary and the Executive Board will approve all such appointments.**

**n) The President or Co-Presidents shall endeavor to ensure that the Executive Board and PA members are informed of PA business in a timely manner and shall seek advice and counsel from the Executive Board regarding PA business whenever necessary.**

**o) The President or Co-Presidents will assist with the June transfer of PA records to the incoming Executive Board.**

**p) The President or Co-Presidents are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.**

**q) The President or Co-Presidents must provide to the newly elected president login information for all the PA's accounts (e.g., email, website, memberships, bank and other financials), as well as the password to the PA's computer and any keys to desks, filing cabinets, and safes.**

## **2. Vice Presidents.**

**a) The First Vice President-Communications is responsible for all communications to the PA and will chair the communications and website committees, and will keep the EB and PA informed of current local and national education news.**



**(i)** The First Vice President may assist the Co-Presidents in conducting the business of the PA, assume the duties of the Co-Presidents in their absence, and may attend meetings or school functions to represent the PA.

**(ii)** The First Vice President will assist the Co-Presidents with special projects and initiatives, liaise as needed with the school, and perform other duties that may arise.

**(iii)** The First Vice President will attend meetings of the Manhattan Presidents' Council and other meetings as a Presidents' designee whenever necessary.

**(iv)** The First Vice President or their committee will follow education news at the national, state and city level in order to keep the Executive Board and the PA well informed of current issues and actions that need to be taken.

**b)** The Second Vice President–Engagement and Hospitality is responsible for engaging the entire parent body on matters of interest to LaGuardia High School families, encouraging participation in PA activities, and offering volunteers opportunities.

**(i)** The Second Vice President will chair the Hospitality and Volunteer committee(s) and recruit the heads of these committees from the general PA. The responsibilities of each of these committees will be outlined in an operating manual,

**(ii)** The Second Vice President is responsible for the support of student clubs and athletic teams - this can be provided by the Second Vice President or by individuals or committees reporting directly to the Second Vice President.

**c)** The Third Vice-President – Fundraising is responsible for all events and programs sponsored by and/or intended to raise funds for the PA, including but not limited to the PA Appeal, the Gala and Annual Benefit, Rising Stars, and the All-School Musical.

**(i)** The Third Vice President will chair the committees formed for each major fundraising event (e.g. The Gala and Annual Benefit) and recruit the heads of these committees from the general PA.

**(ii)** The Third Vice President will work with other EB members to raise funds through donations to the General Appeal, sponsorships of PA events (e.g. Rising Stars), the sale of merchandise and concessions at PA and school events and online, and will plan additional fundraising efforts and grant writing opportunities as needed. The Third Vice President will keep a record of each event's chair and volunteers.

**(iii)** The Third Vice President is responsible for ensuring that each event has a revenue target, that the plans to raise those funds are realistic, and that the expenses for the event adhere to the planned budget.



**(iv)** The Third Vice President will make a report to the EB and to the PA regarding the financial impact (revenues and expenses) of fundraising events at the respective meeting immediately following the event.

**(v)** The Third Vice President will keep an up-to-date inventory of general PA items and merchandise in the PA's storage room and will be in charge of recording the distribution of the storage room keys.

**(vi)** The Third Vice President shall be a resource to Studios in their fundraising efforts.

**d)** The Vice Presidents will assist with the June transfer of PA records to the incoming Executive Board.

The Vice Presidents are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.

### **3. Recording Secretary and Assistant Secretary.**

**a)** The Recording Secretary will maintain the official record of the proceedings and actions of all PA and Executive Board meetings and will maintain custody of the PA's and Executive Board's records and reports.

**(i)** The Recording Secretary will record all virtual and hybrid meetings, prepare minutes of each PA and Executive Board meeting, and distribute Minutes of PA meetings prior to or at the next PA meeting for review and approval.

**(ii)** In the absence of the Recording Secretary, the Assistant Secretary will act as secretary. In the absence of both the Recording and Assistant Secretaries, the President (or Co-Presidents) will appoint a secretary pro-term for that meeting.

**(iii)** The Recording Secretary will provide PA and Executive Board members with notices through email, distribute meeting agendas and previous-meeting minutes and financial reports prior to or at each meeting, provide sign-in sheets at each PA and Executive Board meeting, post Adopted Minutes on the PA website.

**(iv)** The Recording Secretary will sign and incorporate all amendments into the Bylaws and will ensure that copies of the amended Bylaws are posted on the PA website and on file in the Principal's office.

**(v)** The recording secretary must make arrangements to provide to the newly elected recording secretary the PA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings.

**b)** The Assistant Secretary will be responsible for checking, distributing and answering inquiries to the DOE LaGuardia HS PA email account and its website at least weekly.

**(i)** The Assistant Secretary is responsible for publishing and updating the dates of all General Meetings, Special Meetings and Executive Board Meetings in PA newsletters and on the PA website.

**(ii)** The Assistant Secretary is responsible for providing the forms for booking the school building on behalf of the PA and for keeping a record of events held at the school.

**(iii)** The Assistant Secretary will assist the Recording Secretary as requested.

**(iv)** The Recording Secretary and Assistant Secretary will assist with the June transfer of PA records to the incoming Executive Board.

**(v)** The Recording Secretary and Assistant Secretary are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.

#### **4. Treasurer and Assistant Treasurer.**

**a)** The Treasurer will be responsible for all financial affairs and funds of the PA.

**(i)** The Treasurer will adhere to and implement all of the financial procedures established by these Bylaws and the PA.

**(ii)** The Treasurer will keep a full and accurate account of receipts and disbursements in books belonging to the PA.

**(iii)** The Treasurer will establish procedures to be followed for the collection and depositing of cash, checks, and other valuables in the name and to the credit of the PA in such depositories as may be designated by the PA.

**(iv)** The Treasurer will seek approvals as required by these Bylaws to disburse PA funds as authorized by the Annual Budget adopted by the PA. The Treasurer will be one of the signatories on disbursement forms for electronic payments and on checks written by the PA.

**(v)** The Treasurer will prepare and present a written report of all transactions at every Executive Board and general PA meeting and upon the request of the Co-Presidents or Executive Board. This report will include income, refunds, reimbursements and other expenditures and opening and closing balances for the reporting period.



**(vi)** The Treasurer will prepare and distribute to the school Principal and to the PA the Interim PA Financial Report and the Annual PA Financial Report in accordance with III.F.2 of Chancellor's Regulation A-660.

**(vii)** The Treasurer will be responsible for the development and review of both the proposed budget and the budget process with the assistance of the President or Co-Presidents, Assistant Treasurer, and Studio Representatives. The Treasurer will adhere to the budget process outlined in these Bylaws and in accordance with Chancellor's Regulation A-660 and will present the following year's budget to the Executive Board and to the PA for approval no later than their respective June meetings.

**(viii)** The Treasurer will make available all books and financial records for viewing by PA members upon request and for audit.

**(ix)** The Treasurer will serve as principal contact with the independent CPA/auditor for an annual audit and will be responsible for submitting all reports required by applicable governmental rules and regulations.

**(x)** The Treasurer must present the Audited Financial Report to the PA within one (1) month of its completion.

**(xi)** The Treasurer will meet at least once per month with the school principal or their designee to review and discuss financial matters.  
At the beginning of each school year the Treasurer and appropriate administrator will establish the day and time of each month's meeting.

**(xii)** The Treasurer must make arrangements to provide to the newly elected treasurer all the PA's financial records, the EIN and all information needed to access bank and other financial accounts, as well as information on the method of accounting and financial record keeping used by the PA.

**b)** The Assistant Treasurer will work with and under the supervision of the Treasurer and will assist the Treasurer in all of the above.

**(i)** The Assistant Treasurer, in the absence of the Treasurer, shall be one of the two signatories on checks and disbursement forms.

**(ii)** If the Treasurer is temporarily unavailable to perform his/her duties, the Assistant Treasurer will fill the Treasurer's position on an interim basis. If the Treasurer is removed from office or can no longer perform their duties, the Assistant Treasurer will become Treasurer, serving the remainder of the unexpired term of the Treasurer. The Executive Board will nominate a new Assistant Treasurer to fill the vacancy for the remainder of the unexpired term, subject to ratification by the PA.



**(iii)** The Assistant Treasurer will provide each Studio Representative and their Budget Managers with a written report at least monthly of all transactions allocated to that Studio, including all income, refunds, reimbursements and other expenditures and the opening and closing balances for the reporting period.

**(iv)** The Treasurer and Assistant Treasurer will assist with the June transfer of PA records to the incoming Executive Board.

**(v)** The Treasurer and Assistant Treasurer are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.

**5. The Audit Officer** will be responsible for monitoring PA and studio expenses, and for ensuring that an internal audit is conducted annually and upon the change of Treasurer.

**a)** The Audit Officer will form an Audit committee in accordance with Article VIII.H of these Bylaws for the purpose of conducting an internal audit. In the event that the committee is not formed or does not complete the task, the Audit Officer will be responsible for completing the internal audit.

**b)** The Audit Officer will present the findings of the internal audit to the Executive Board and to the PA at their respective meetings immediately following the completion of the internal audit; such findings will also be provided to the Principal.

**c)** The Audit Officer will ensure each studio has a written budget and expense approval procedures no later than October 31st and will review each studio's monthly report of income and expenses presented to studio members. To assist in this process, the Audit Officer will be provided with a copy of each studio's budget within 7 days of its approval or amendment.

**d)** The Audit Officer will assist with the June transfer of PA records to the incoming Executive Board.

**e)** The Audit Officer is responsible for ensuring that an Audit operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.

**6. Academic Forum Officers.** The Academic Forum Officers will represent the academic interests of all parents and students and support the school's academic faculty.

**a)** The Academic Forum Officers will convene regular meetings of the Academic Forum to plan and provide informational sessions open to all PA members regarding academic matters of interest and post-secondary placement.

**b)** The Academic Forum Officers will meet with counterparts among LaGuardia High School faculty, administrators, and with others involved in academic matters.



**c) The Academic Forum Officers will keep the EB informed of their work at the monthly meetings and will issue reports and recommendations as appropriate, to the Executive Board, to the general membership and to the LaGuardia faculty and administration.**

**d) The Academic Forum Officers will assist with the June transfer of PA records to the incoming Executive Board.**

**e) The Academic Forum Officers are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.**

**f) This Office will be held by four (4) officers. Candidates may run for election individually or as a slate. Co-officers must run together as a slate in order to serve together.**

**g) Upon the resignation or removal of a co-officer, the remaining co-officers must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.**

**7. Studio Officers.** The Studio Representatives will serve as a liaison between the Executive Board and the relevant studio constituents, LaGuardia High School administration and all others involved in studio matters.

**a) The Studio Representatives will be elected by the relevant studio membership and will have the same functions and responsibilities as the General PA President or Co-Presidents within the particular studio they represent. One (1) of these representatives will represent their particular studio at the Executive Board meetings.**

**b) The Studio Representatives will lead monthly meetings of the parents of their respective studios. Monthly studio meetings will be held either in person/hybrid or virtually, at a time and location to be determined by the Studio Representatives in consultation with the members of the studio they represent. Studio meetings will follow the rules of General Meetings as outlined in these bylaws.**

**c) The Studio Representatives are responsible for the fundraising efforts of their respective studios and for maintaining compliance with all rules of LaGuardia High School and of the PA regarding such activities.**

**d) The Studio Representatives will identify additional roles – including additional representatives, vice presidents, a recording secretary, budget manager, volunteer coordinator, newsletter publisher, website and/or merchandise manager – to assist the Representatives in the management of studio affairs. These roles may be filled by volunteers or by elected members of the studio, as determined by the relevant studio membership.**

**e)** The Studio Representatives are responsible for ensuring that a studio operating manual has been created and updated to include the functions and responsibilities of each position, an outline of the studio's budget, guidelines for fundraising including the management of cash and other income received by the studio, procedures for the approval and reporting of studio expenses, and the reporting of financial information to studio members and to the Budget and Audit Chair. The studio operating manual may include other activities engaged in by the studio and will be updated as needed in accordance with these Bylaws. The manual will be part of the records transferred to the incoming Studio Representative each June.

**f)** The Studio Representatives will assist with the June transfer of PA records to the incoming Executive Board.

**8. Class Representatives.** Each Class Representative serves to represent the interests and concerns of parents of students in a particular grade to the school.

**a)** Class Representatives will communicate information relevant to each specific grade from the school to parents, and vice versa. In addition, the Class Representatives may host events that promote interaction among members of their grade in order to promote better communication among parents and between the school and parents.

**b)** The Class Representatives will assist with the June transfer of PA records to the incoming Executive Board.

**c)** The Class Representatives are responsible for ensuring that an operating manual has been created and updated as needed in accordance with these Bylaws and is included in the June transfer of records.

## **V**

### **EXECUTIVE BOARD OPERATIONS**

#### **A. Meetings:**

**1.** Executive Board meetings will be held on the third Tuesday of every month, September through June, at 6:30 pm and are open to all PA members. The general membership will be provided with written notice at least ten (10) calendar days prior to the meeting date.

**2.** Upon notice to the general membership, the Executive Board may change the timing of any Executive Board meeting.



**3.** The mandatory members of the Executive Board will decide if the September meeting will take place in-person (hybrid) or virtually; at that meeting the Executive Board will decide if future meetings will be conducted in-person(hybrid) or virtually.

**4.** All PA members may attend Executive Board meetings as observers and may participate if acknowledged by the presiding officer.

**B.Voting:** Each Officer of the Executive Board will be entitled to one (1) vote.

**C. Quorum:** Nine (9) of the officers of the Executive Board will constitute a quorum allowing for official business to be transacted.

Quorum for a hybrid meeting format requires at least one (1) executive board member in attendance on school premises.

**D. June Transfer of Records:**

**1.** All PA records must be maintained for six (6) years. It is the responsibility of all outgoing Executive Board members to ensure that all records (including electronic)are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election.

**2.** 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 MHSPC, or any successor organization of PA presidents, during this process.

**3.** Outgoing Executive Board members must not retain copies of any PA records that contain PA members' contact information (e.g., email lists), or information that can be used to access the PA's accounts (e.g., usernames and passwords, account and PIN numbers).

**E. Disciplinary Action:**

**1.** Grounds for Removal from Office.

**a)** Any Officer who fails to fulfill the duties of office as outlined in these Bylaws, Article IV, Section E

**b)** Any Officer who accrues 3 consecutive unexcused absences from Executive Board or general membership meetings.

c) Any Officer who poses a threat to the safety and well order of the PA or larger school community.

d) Any Officer who exercises behavior unbefitting the office as determined by the general membership.

e) Any Officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

**2. Officer Removal.** Officers may be removed for unsatisfactory performance by a recommendation of the Executive Board or a motion from a PA member and a two third majority vote of the PA members in attendance.

a) The motion to remove an Officer and the vote on removal must not occur during the same meeting.

b) Once a motion or recommendation has been made to remove an Officer, a review committee should be formed. This committee will gather information and provide the PA with a recommendation in writing, within 30 days of the motion to remove an officer.

c) The vote on a motion to remove an Officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.

d) The meeting notice must include the vote on removal.

e) 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.

## **VI**

### **GENERAL PA MEETINGS**

#### **A. Timing of Meetings:**

At the beginning of every school year, the Executive Board must survey the membership to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.



**1. General membership meetings of the PA shall be held monthly, September through June, on the day of the month, the time and format decided by the membership, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous, as determined by the executive board.**

**2. All in person general membership meetings must be held in the school.**

**3. For all Hybrid meetings, at least 1 executive board member must be physically convened in the school building. PA members participating from remote locations will be counted towards the quorum and are allowed to vote. In the case of elections of officers, Chancellor's Regulation A-660 stipulates that the election can not be held hybrid but must be in person or remote. For the purposes of maximizing voter participation, the PA will hold all elections virtual.**

**4. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.**

**5. All eligible members may attend and participate in general membership meetings.**

**6. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.**

## **B. Notice:**

Written notice of each general meeting will be distributed in all appropriate languages, when possible. Notice will be sent at least ten (10) calendar days prior to the scheduled meeting.

## **C. Meeting Procedure:**

### **1. Attendance and Participation.**

All members may attend and participate during general meetings and may address agenda items subject to restrictions in these Bylaws. Observers may speak and otherwise participate, if acknowledged by the President or Co-Presidents or any other Officer chairing the general meeting.

### **2. Quorum.**

The quorum requirement for all general membership meetings is a minimum of 25 PA members, including at least 5 executive board and 20 parent members. At least one ( 1) executive board officer must be present at the school to conduct a meeting in a hybrid format. In the absence of quorum, a PA cannot authorize the expenditure of funds or vote on any business but may have non-binding discussions.

### **3. Resolution.**

A majority vote is required to adopt any motion, unless otherwise specified by these Bylaws.

### **4. Reporting.**

Minutes must be recorded at all general membership meetings. A draft of the minutes must be distributed prior to, or at, the next scheduled meeting for review and approval by the general membership. All PA minutes should be accessible to the membership at the PA website.

### **5. Parliamentary Authority.**

All procedural questions not covered by these Bylaws will be governed by Robert's Rules of Order - Newly Revised, provided that they are not inconsistent with law, policy, regulation or these Bylaws. D. Order of Business:

The order of business at PA meetings, unless changed by the Executive Board, will be:

- 1. Call to Order and General Announcements from the President or Co-President**
- 2. Principal's or Parent Coordinator's Report about the state of the school**
- 3. Approval of Minutes**
- 4. Guest Speaker/Speakers**
- 5. Treasurer's Report**
- 6. School Leadership Team Report (As needed)**
- 7. Officers and Committees Reports (As needed)**
- 8. Old Business**
- 9. New Business**
- 10. Adjournment**

### **E. Special PA Meetings:**

**1. Urgent Matters.** A special PA meeting may be called by the President or Co-Presidents to address any matter(s) of importance that cannot be postponed until the next general PA meeting. Special meetings should follow the same procedure as regular scheduled meetings, with forty-eight (48) hours' written notice to parents of the topic of the meeting.



**2. Upon Members' Request.** Upon receipt of a written request from twenty-five (25) PA members, the President or Co-Presidents must call a special PA meeting within five (5) working days of the email request.

## **VII**

### **SCHOOL LEADERSHIP TEAM (SLT)**

#### **A. Elections:**

- 1.** The LaGuardia School Leadership Team ("SLT") election will be held at the same PA meeting as, but subsequent to, the election of the Executive Board.
- 2.** All parents must be elected in a fair and unbiased manner as determined for the elections of the Executive Board, and must be advertised widely, with reasonable advance notice given. Elections must be open to all members of the PA and must be held in accordance with the term limits as set in this bylaws. A minimum of ten (10) calendar days' notice is required prior to the PA election of its SLT parent members.
- 3.** The terms of the non-mandatory parent members of the SLT are encouraged to stagger.

#### **B. Membership:**

- 1.** One of the Co-Presidents of the PA will automatically serve as a mandatory member of the SLT. All other parent representatives to the SLT will be elected by the general membership. One seat on the SLT will be reserved for a freshman parent to be elected at the first PA meeting of each academic year.
- 2.** No person employed at LaGuardia High School will be eligible to serve as a parent member representative on the LaGuardia SLT.
- 3.** The number of non-mandatory parents members will be established by the SLT bylaws.

#### **C. Term:**

In accordance with Chancellor's Regulation A-655, the term of office for the SLT non-mandatory members is 2 years; the President or Co-President serving as a mandatory

member serves for one year. The term can be shortened to one year to encourage participation with the prior approval of the general membership of the PA.

The terms of the non-mandatory parent members of the SLT are encouraged to stagger.

## **VIII**

### **FINANCIAL AFFAIRS**

**A. Fiscal Year:** The fiscal year of the PA will run from July 1 through June 30.

**B. Signatories and Bank Accounts:**

**1. Signatories.**

**a)** Six members of the Executive Board will be authorized to Payment Transactions ("Signatories") and each payment and/or Disbursement Form (see C3c) must be pre-approved in writing by at least two of these Signatories. The six Signatories are: President or each Co-President, Treasurer, Assistant Treasurer, Third Vice President-Fundraising, and as needed At-Large Signatories. The At Large Signatories shall be identified at the Executive Board meeting immediately following the PA meeting where elections occur.

**b)** The two signatories of any Payment Transaction and/or Disbursement Form may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same Payment Transaction and/or Disbursement Form. A Signatory may not sign a Payment Transaction and/or Disbursement Form if she/he has any direct or indirect interest in the expenditure. A Signatory's child being a member of a particular studio or class benefiting from an expenditure does not, in and of itself, constitute an indirect interest.

**2. Bank Accounts.**

**a)** A checking account must be maintained in the name of the PA. All PA funds must be deposited into this checking account.

**b) Online banking.** The PA may establish online access through the bank's online bill payment system for goods and services rendered.



**c) Payment Methods.** Payments for goods and services may be made through the bank's online payment system, or by more conventional means, such as but not limited to checks or a bank/debit card . ("Payment Transaction").

**d) Prior to all Payment Transactions,** the Signatories and/or the Studio Rep(s) must authorize the Payment Transaction through the use of a disbursement form ("Disbursement Form") that must accompany each Payment Transaction and be filed by the Treasurer (Also defined in section IX 3c).

**e) Savings Account.** The PA shall have the ability to open a savings account according to Chancellor's Regulation A-660.

**f) Linking the PA bank account(s) to a personal bank account is prohibited.**

### **C. Payment Procedures:**

**1. Petty Cash.** No checks may be written payable to "petty cash" or "cash". Signatories may not approve such checks.

#### **2. Withdrawals.**

**a) The PA must not possess or use withdrawal slips.**

**b) The PA must not use the bank/debit card to withdraw funds from an Automated Teller Machine (ATM).**

**c) Violation of this provision may result in immediate removal of an Officer by the Chancellor or designee.**

#### **3. Bank/Debit Cards.**

**a) PAs may receive and have use of a bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online.**

**b) Ability for Bank /debit card transactions must receive approval from the general membership at the time of Budget adoption.**

**c) Bank/debit cards may only be used according to Chancellor's Regs.**

**4. Payment Methods.** Payments for goods and services may be made through the bank's online payment system, or by more conventional means, such as but not limited to checks or a bank/debit card. ("Payment Transaction").

**5. Disbursement Form.** Prior to all Payment Transactions, the Signatories of the Executive Board must provide authorization for the Payment Transaction by approving a disbursement form ("Disbursement Form") that must accompany all online transactions and be filed by the Treasurer.

#### **D. Fundraising:**

**1. Compliance.** All fundraising activities must comply with the Chancellor's Regulations A-610; Chancellor's Regulation A-610 on Flea Markets (A-650), Fundraising Activities and Collection of Money from Students (A-610), and Sale of Nutritious and Non-Nutritious Foods (A-812), as appropriate.

**2. Responsibility & Outreach Assistance.** The PA is responsible for fundraisers and any resulting funds. The PA may request assistance from the parent coordinator in publicizing fundraising activities. The Parent Coordinator may not handle PA funds.

**3. Funds Raised for a Particular Purpose.** The PA is required to allocate funds raised for a particular purpose solely for that designated purpose, which shall be documented in a specific line item in the Budget (e.g., funds raised for senior graduation costs may only be used to fund payment of graduation activities for students in that grade for that school year; Academic Forum; one or more specific studios; Streaming; Rising Stars; Gala; etc). Should there be any funds remaining in a time-limited period for a particular purpose, the future use of these funds is subject to approval of the membership by majority vote.

#### **4. Fundraiser Proceeds.**

**a) Deposit of Funds.** All fundraiser proceeds must be deposited into the PA checking account. The PA must make every effort to deposit all cash received from a fundraising activity within one business day, but in any event, no longer than three business days. If the deposit will not be made immediately on the same day as the fundraising activity, the PA must ensure that all funds are secured in a locked location on school premises. Under no circumstances may fundraiser proceeds be stored in a PA member's place of work or residence.

**b) Fundraising Activity Report.** The Third Vice President - Fundraising must prepare a Fundraising Activity Report, available at <https://www.schools.nyc.gov/school-life/get-involved/parent-associations> following the completion of each fundraising activity. The report must include the total amount of funds raised and related expenses and must be distributed to members at the next scheduled general membership meeting. PA Executive Board must report which program goals the funds will be used to support. A copy of the PA Fundraising Activity Report must be provided to the principal no more than 5 calendar days after the fundraising activity



## **5. Reports.**

The Third Vice President - Fundraising. Will produce a report that must include the total amount of funds raised and related expenses, which should be presented to the Executive Board, including which program goals the funds will be used to support.

The report must be presented to general members at the next scheduled general membership meeting. A copy of the PA Fundraising Activity Report must be provided to the principal no more than 5 calendar days after the fundraising activity. See <https://www.schools.nyc.gov/school-life/get-involved/parent-associations> for further guidance.

### **E. Budget.**

**1.** In consultation with the President or Co-Presidents, Assistant Treasurer, and Audit Officer, the Treasurer must review the current budget, annual financial status, accounting, expenditures, outstanding bills and most recent audit and prepare a proposed budget for the next school year ("Proposed Budget").

**2.** The Proposed Budget shall include, but not be limited to:

**a)** Line items that correspond to each of the studios (Art, Dance, Drama, Music and Technical Theater). Revenues and expenditures must be included for each of these line items. The Studio's line items shall be presented to the Treasurer and to the Audit Officer prior to the Proposed Budget being created. Any revision/amendment shall also be presented to the Executive Board and to the Treasurer within 7 days.

**b)** A line item named "Executive Fund" of no more than \$1,000 from which the President or Co-Presidents can provide money to support school purposes or functions. The President or Co-Presidents will report any expenditure from the Executive Fund at the next Executive Board Meeting. The Executive Fund may be replenished by amending the Budget with a vote of the general membership.

**c)** The Proposed Budget must be presented to the general membership no later than the June meeting. The membership shall be asked to approve the Proposed Budget. The presentation will include an estimate of anticipated expenses and revenues for the following year, as well as a comparison of the Proposed Budget with actual revenue and expenses for the current year. Once the PA has approved, the Proposed Budget is the budget for that fiscal year ("PA Budget").

**d)** The PA Budget must be submitted to the principal upon approval by the PA membership.



**e) The Treasurer, Audit Officer and President or Co-Presidents shall brief the incoming Treasurer, incoming Audit Officer, and President or Co-Presidents on the PA Budget prior to the start of the new school year.**

**f) The President or Co-Presidents will review the PA Budget in September for presentation and discussion during the September PA general meeting.**

**g) The President or Co-Presidents must present the budget process (outlined in E. 1-6) for membership approval no later than the general PA meeting in October.**

**h) The PA Budget may be amended by vote of the general membership at any PA Meeting.**

#### **F. Financial Transactions:**

**1. Approval.** All expenditures by the PA are subject to the Chancellor's Regulations, these Bylaws, and the budget approved by the general membership.

**2.** All expenditures not included in the budget at the time of its adoption must be approved by resolution of the PA membership during a regularly scheduled meeting where a Quorum is achieved. Membership approval must be reflected in the minutes of the meeting. Failure to obtain membership approval before initiating an expenditure is a violation of this regulation. Members must abide by Section I.E.4 (Of Chancellor's Regulation A-660) concerning conflicts of interest that may arise during the approval of a PA expenditure.

**3. Emergency Expenditures.** The Executive Board is authorized to make an emergency expenditure not to exceed \$5,000 approval of its members ("Emergency Expenditure"). At the general PA meeting following the Emergency Expenditure, the general membership will have the opportunity to vote on whether the Emergency Expenditure was an appropriate use of PA funds. Emergency Expenditures are warranted when:

**a) The time between discovery of the need and the deadline for action is insufficient for approval through normal procedures, and**

**b) The Executive Board has been notified of the situation and a majority concurs with the Emergency Expenditure.**

#### **4. Out-of-Pocket Expenditures.**

**a) Permissible out-of-pocket expenditures include: communications & subscription costs; costs for materials, items & supplies to support studios and or performances/events; concessions and merchandise for resale; food/meals prior to and during performances; supports for PA/studios when operating remotely; supports to school community (including teacher**



appreciation, bereavement costs, supports for low income individuals); and, incidental items needed for the school that DOE cannot provide.

**b)** Out-of-Pocket expenditures shall be anticipated and planned in a budgeted line item, or must be approved by either two (2) EB members or two (2) Studio leads knowledgeable about the relevant studio/purpose.

**c)** Upon submission of receipts to the Treasurer, a PA member or LaGuardia High School staff shall be reimbursed for out-of-pocket expenditures by Payment Method.

**d)** The maximum costs for such reimbursements is not to exceed Twenty-five Thousand dollars (\$25,000) per person in a fiscal year.

**e)** These out-of-pocket expenditures must be reported at their respective Studio meeting and/or at general PA meetings, and not to exceed Ninety (90) days from time of expense.

**f)** All Financial transactions shall adhere to all relevant Chancellor's Regulations.

#### **G. Financial Accounting:**

To promote transparency in attaining their goals, the Treasurer and PA will maintain comprehensive and organized financial records.

**1.** The Treasurer will be responsible for monitoring all PA funds and will maintain complete and accurate records in a form consistent with these Bylaws, applicable Regulations of the Chancellor and NYS 501c(3) rules ("Financial Records").

**2.** Funds must be counted on the same day of receipt. These funds will be deposited in the PA bank checking account within three (3) business days of receipt.

**3.** Financial Records must be maintained on school premises for a period of 6 years. All Financial Records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, ATM/Debit card use, and invoices. If applicable, canceled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures or any financial transactions must also be maintained.

#### **H. Internal Audit:**

**1. Committee.** Annually an audit committee of the PA shall be formed with no less than three (3) and no more than seven (7) members ("Audit Committee"). The audit committee must be selected by the general membership and be composed of a majority of general members and led

by the EB's Audit Officer. Signatories may not serve on or guide the work of an Audit Committee.

**2. Frequency.** Once every year, ideally starting in February, and preferably before submitting the PA's Annual Financial Report, the Audit Committee shall initiate an audit. An internal audit should also be conducted whenever there is a change in the person holding the office of Treasurer.

**3. Process.** The Audit Committee shall hire a Certified Public Account (CPA) or similar firm, with professional expertise in accounting, business, or a related field to conduct their internal audit. The entity selected shall be knowledgeable of the laws, policies, rules and regulations applicable to PA. This entity must not be a member of the PA, a relative of any PA member, or have any direct or indirect interest in the funds. The entity shall proceed according to Generally Accepted Accounting Principles (GAAP) and shall complete the audit no later than 60 days prior to the final PA meeting of the academic year ("Audit"). or as soon as possible.

**4. Findings.** The Audit and the Audit Committee's findings must be reported to the membership at the next general membership meeting and recorded in the meeting minutes. The PA's Audit committees must provide a copy of their findings to the principal.

**5. Filing Reports.** The Treasurer will work with the PA's designated independent CPA/Auditor to prepare an Audited Financial Report, which the Treasurer will submit to the General Membership by the January General Meeting of the PA. Failure to conduct an internal audit is not a reason to delay the filing of the Annual Financial Report.

#### **I. External Audit:**

The Chancellor or the Chancellor's designee may conduct an Audit when serious allegations of financial impropriety are raised, or a grievance or complaint is filed relating to the financial practices of the PA. The Chancellor and/or the Chancellor's designee shall have access to all PA records.

If the PA's Audit reveals financial discrepancies or wrongdoing, a written statement by the Audit Committee or auditor must be forwarded to FACE. Copies of the statement must be provided to the PA membership. The PA must also send copies to the principal. The Chancellor and/or the Chancellor's designee may order corrective or disciplinary action.



## **IX**

### **REPORTS AND OPERATIONS**

#### **A. Annual Operating Manual:**

The Executive Board, Studios and Academic Forum, task forces and educated events, shall each create a manual explaining how they function. Details may include: communications, budget templates, key partners in School and the Community, Member targets and timeframes, scheduling meeting practices and any other information relevant and helpful to explaining how the areas operate.

**1. Completion & Posting.** These manuals may be presented at the June Studio meetings/General PA meeting and be filed with the PA Co-President as part of Year's work product. These reports may be made available to the CPA/Auditor as supporting materials. These reports may be posted on the PA website in relevant areas.

**2. Access to PA Records.** PA financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed.

The PA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two (2) general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PA must make every effort to provide members with copies of the documents reviewed.

All reports and documents to be shared with the Laguardia principal, may be transmitted electronically, or by whatever means is most efficient.

## **X**

### **AMENDMENTS AND REGULAR REVIEW OF BYLAWS**

These bylaws may be amended at any regular meeting of the PA by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended.


Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to Chancellor's Regulation A-660 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 Chancellor's Regulation A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.


Signed By:

Co-Presidents:

  
**Tahira Bhatti-McClure**

  
**Yvonne Cortés**

Recording Secretary:

  
**Laura Asmundsson**  
May 31st, 2022

Filed with Principal

  
**Yeou-Jey Vasconcelos**

June 22, 2022