

**BY-LAWS OF THE PARENTS ASSOCIATION  
RIVERDALE/KINGSBRIDGE ACADEMY  
MIDDLE SCHOOL/HIGH SCHOOL 141  
BRONX, NEW YORK**

Approved by the General Membership on June 4, 2018  
Sarah Schmieder, Recording Secretary

Co-Presidents: Vicki Auerbach and Amy Carr

**Article I – Name**

The name of the Association shall be the RKA 141 Parents Association, Inc., 660 West 237<sup>th</sup> Street, Bronx, New York 10463.

**Article II – Objectives and Ethics**

**Section 1. Objectives**

- 1.1 To improve the education, cultural, health and recreational services students receive at the Riverdale/Kingsbridge Academy.
- 1.2 To act as liaison between parents, teachers, school authorities and the community. To encourage mutual respect and cooperation among parents, teachers and students.
- 1.3 To support programs of the Riverdale Community Center.
- 1.4 To join with conference groups and coordinating councils united for child, parent and community welfare.

**Section 2. Ethics**

- 2.1 The Association shall be non-commercial, non-sectarian and non-partisan.
- 2.2 The Association shall not endorse political candidates.
- 2.3 Members of the Executive Board of the Parents Association shall not lend their names and official status, either verbally or in writing, where deemed a conflict of interest.

**Section 3. Conflicts of Interest**

- 3.1 Any member or officer who has any direct or indirect interest in a business dealing with the school must refrain from participating in any decision relating to that matter.

- 3.2 The Association shall have the authority to research and/or investigate any and all matters that may be deemed a conflict of interest.
- 3.3 School employees or Community Education Council members are ineligible to participate in the Association's role in tenure recommendations, school governance committee and/or personnel committees.

## **Article III – Membership**

### **Section 1. Eligibility**

General membership shall be limited to parents, stepparents, legal guardians and persons in parental relation of students attending the Riverdale/Kingsbridge Academy. School employees and Community Education Council members who have a child enrolled in the school are members.

### **Section 2. Donations**

Donations of \$50 shall be requested from each family each school year as a means to commit each family to the Association's goals and to help fund its activities. The donation shall not be a requirement of membership and does not affect voting or running for office.

### **Section 3. Voting Privileges**

- 3.1 Only members present shall have the right to vote on business matters. Staff members with children in the school may vote in elections for Association officers but not in the elections for parent representatives on the School Leadership Team.
- 3.2 Attendance will be taken at all meetings of the Association.

### **Section 4. Notice to Parents**

At the beginning of each school year, the Association shall distribute a letter to all parents advising them that they are automatically members of the Association and encouraging them to participate.

## **Article IV – Officers and Their Election**

### **Section 1. Titles**

The elected officers of this Association shall be members of the Association and shall comprise:

1. Two (2) Co-Presidents\*

2. Three (3) Vice Presidents, who shall be titled First, Second and Third Vice President, respectively.
3. One (1) Treasurer
4. One (1) Recording Secretary
5. One (1) Corresponding Secretary
6. Up to three (3) Members-at-large\*\*

\*Persons nominated for Co-President must have demonstrated active involvement in the RKA PA prior to their nomination.

\*\*Past presidents or active RKA PA members

## **Section 2. Term of Office**

- 2.1 The term of office shall be for one (1) school year from July 1 through June 30.
- 2.2 Members may hold more than one (1) office at a time, at the discretion of the officers.
- 2.3 No person shall hold the same office or committee chair for more than three (3) years unless approved by the Executive Board. With regard to the Vice Presidency, the term of Vice President will be understood to be no greater than three years, all inclusive.

## **Section 3. Duties of Officers**

- 3.1 The elected officers of the Association shall constitute the Executive Committee. Each officer shall equally oversee the Chairs and/or Co-Chairs of agreed upon Standing Committees. The Executive Board shall be authorized to act on behalf of the Association as necessary, as allowable per Chancellor's Regulations.

### **3.2 Duties of the Co-Presidents**

1. The Co-Presidents shall preside at all General Membership, Executive Committee and Executive Board meetings of the Association.
2. The Co-Presidents shall be members, ex-officio, of all committees, except the Nominating Committee.
3. A Co-President shall countersign all Association checks.
4. The Co-Presidents shall appoint a member of the Executive Board to the Board of Directors of the Riverdale Community Center.
5. The Co-Presidents, after consultation with the other officers, shall appoint the Chairpersons of Standing Committees, who shall be members of the Executive Board.

6. The Co-Presidents shall represent the Association at Community Education Council meetings.
7. The Co-Presidents shall agree between them, following consultation with the Executive Committee, who shall serve as the core member of the School Leadership Team and who shall serve on the Presidents' Council.

### **3.3 Duties of the Vice Presidents**

1. The Vice Presidents respectively shall preside in the absence of the Co-Presidents, to include representation of the Association at the Co-Presidents' request.
2. The Vice Presidents shall assist the Co-Presidents as necessary, in the performance of their duties.
3. The First Vice President shall have the responsibility of maintaining and updating the PA portion of the school's website and posting content regularly on the PA's social media sites.
4. The Second Vice President shall be responsible for merchandise and related duties, including coordinating regular inventories and ordering for events.
5. The Third Vice President shall be responsible for soliciting member volunteers for Association events. This can include school dances, picture taking, yearbook, etc.

### **3.4 Duties of the Treasurer**

1. The Treasurer shall be the custodian of all funds of the Association.
2. The Treasurer shall maintain accurate records of all the Association's expenditures.
3. The Treasurer shall expend funds as requested by the vote of the Executive Board.
4. The Treasurer shall maintain a ready petty cash fund, in the amount to be set by the Executive Board.
5. The Treasurer shall prepare and present a monthly written or oral report to the Executive Board or General Membership at regular meetings.
6. The Treasurer shall prepare all records for all fiscal reports or audits. All financial records shall be maintained and secured on the school premises.

### **3.5 Duties of the Recording Secretary**

1. The Recording Secretary shall take and maintain accurate minutes of all General Membership, Executive Board and Executive Committee meetings to be read or distributed at the next such meeting.
2. The Recording Secretary shall maintain a precise record of the addresses and telephone numbers of the Executive Committee and Executive Board and their attendance.
3. The Recording Secretary shall maintain all records in a clear and accessible fashion so as to facilitate their transmission to his or her successor in office.
4. The Recording Secretary shall sign and incorporate all amendments into the by-laws and shall ensure that copies of the amended by-laws are on file in the principal's office.

### **3.6 Duties of the Corresponding Secretary**

1. The Corresponding Secretary shall be responsible for all correspondence and administrative duties of the Association.
2. The Corresponding Secretary shall notify the principal to give notice of all upcoming General Membership meetings.
3. The Corresponding Secretary shall notify members of the Executive Board and Executive Committee of their upcoming meetings.

### **3.7 Duties of Members-at-large**

1. Members-at-large support the work of the Executive Board. Their duties are to be determined annually by the Co-Presidents and other Executive Board members.

## **Section 4. Election of Officers**

### **4.1 Nominating Committee**

1. The Nominating Committee shall consist of five (5) members of the Association to be elected by majority vote at the February general meeting. The nominating committee shall choose one (1) of its members to serve as chairperson. No person employed in the Riverdale/Kingsbridge Academy shall be eligible to serve on the Nominating Committee.
2. The Nominating Committee shall seek out the membership in writing for recommendations of candidates for all positions. The Nominating Committee will

also be responsible for the election process, including mailing notices and preparing and counting ballots.

3. Members of the Nominating Committee may not run for an Executive Office. If after careful screening of all candidates, the Nominating Committee is unable to recommend a candidate for one (1) or more positions, an eligible member of the Nominating Committee may be considered if he/she immediately resigns from the Nominating Committee and that vacancy is filled by the Executive Board.
4. The Nominating Committee shall make a report of its choice of candidates to the membership at the April general meeting. The Nominating Committee shall not be limited to naming only one (1) candidate per office.

#### **4.2 Additional Nominations**

1. At the April membership meeting, the Nominating Committee shall request additional qualified nominations from the floor.
2. Nominations shall then be officially closed and may not be reopened.

#### **4.3 Notices**

The notice for the May general membership meeting shall be distributed not less than ten (10) days prior to the date of the meeting. The notice shall list all candidates in alphabetical order under the office for which they were nominated.

#### **4.4 Voting Requirements**

Voting shall be by ballot with one (1) vote per parent.

#### **4.5 Elections and Use of Ballots**

1. The Nominating Committee shall be responsible for conducting the election.
2. Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
3. Ballots shall be printed with instructions in English and other languages, as appropriate.
4. The ballots shall be counted immediately and in the presence of the members.
5. Should there be no opposition to all candidates, the Nominating Committee may call for a vote by voice or show of hands.

6. The ballots shall be retained for six (6) months by the chairperson of the Nominating Committee. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Recording Secretary.
7. The election shall be held in the evening.
8. The chairperson of the Nominating Committee shall announce the results of the election to the membership and state that the results are official. The chairperson shall notify the principal and Presidents' Council in writing of the results of the election by May 31.
9. Introduction of officers shall take place at the June membership meeting, and a meeting between outgoing and incoming officers shall take place prior to the end of the school year for the transfer of records.

### **Section 5. Vacancies**

- 5.1 If a Co-President shall leave office during the course of his/her term, the First Vice President shall succeed to the vacant Co-Presidency to serve out the balance of the term. The other Vice Presidents shall ascend accordingly.
- 5.2 If any officer other than a Co-President shall leave during the course of his/her term, the Co-Presidents will appoint a successor from the Executive Board, the appointment being subject to confirmation by the majority of the Executive Board.

### **Section 6. Disciplinary Action**

- 6.1 Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause, following written notice from the Executive Board, shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the general membership.
- 6.2 Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after a membership vote to:
  1. Appoint an investigating committee
  2. Prefer charges
  3. Conduct a hearing
- 6.3 The investigating committee shall report its findings to the membership during a general membership meeting within a period of sixty (60) days from the date of establishment of the committee. The meeting notice shall announce a vote regarding disciplinary action against an Executive Board member.

- 6.4 The membership shall decide by a two-thirds vote of the members present to remove or absolve.

## **Article V – Meetings**

### **Section 1. General Membership meetings**

- 1.1 There shall be no fewer than nine (9) General Membership meetings during the school year. The first General Membership meeting is to be held on the first Monday of October at 7:00 pm. There will be General Membership meetings on the first Monday of November, December, January, February, March, April, May and June at 7:00 pm.
- 1.2 If there is any reason that a General Membership meeting must be rescheduled, it will be the responsibility of the Executive Board to do so.
- 1.3 Email notice of each meeting shall be distributed at least ten (10) days prior to the scheduled meeting. Email reminder notice shall be sent five (5) days prior to the scheduled meeting.
- 1.4 All parents or legal guardians, stepparents and adults in parental relation of students currently attending the Riverdale/Kingsbridge Academy should attend and participate at the General Membership meetings, and may speak to agenda items subject to restrictions in these by-laws. All other persons may attend as observers, and may speak or otherwise participate at the discretion of the chair.

### **Section 2. Order of Business**

The following order of business shall be observed at all regular General Membership meetings of the Association.

1. Call to order
2. Approval of minutes
3. Principal's report
4. Parent Coordinator's report (as needed)
5. President's report
6. Treasurer's report
7. Committee reports
8. School Leadership Team report (as needed)
9. Old business
10. New business
11. Adjournment



### **Section 3. Quorum**

A quorum shall consist of eight (8) members including a minimum of two (2) Executive Board members.

### **Section 4. Minutes**

Minutes of the previous meeting shall be available in written form and approved at the next meeting and shall be available upon request to members.

### **Section 5. Special Membership Meetings**

- 5.1 The Co-Presidents, Executive Board and/or Executive Committee may call special meetings of the General Membership for the exclusive purpose of discussing the subject(s) of the request and no other subject(s). Forty-eight (48) hours' written notice to the general membership of such special meetings shall be required.
- 5.2 Twenty (20) members of the Association may call for a special General Membership meeting upon written petition to the Corresponding Secretary. Such petition shall specify the subject(s) of the requested meeting.

### **Section 6. Parliamentary Authority**

- 6.1 Meetings and other proceedings of the Association shall follow Roberts Rules of Order, Newly Revised, in all cases to which they apply, and in which they are not inconsistent with these by-laws.
- 6.2 The Co-Presidents shall designate a parliamentarian for the Association.
- 6.3 It shall be at the chair's discretion as to the participation of observers and non-members at all meetings.

## **Article VI – Executive Board**

### **Section 1. Composition**

- 1.1 The Executive Board shall consist of the elected officers of the Parents Association and the Standing Committee Chairs or Co-Chairs. No person employed in the Riverdale/Kingsbridge Academy shall be eligible to serve on the Executive Board of the Association. The Executive Board shall meet with the principal no less than four (4) times during the school year.
- 1.2 The Executive Board shall be responsible for all plans of the Association, and shall direct all work necessary to fulfill the objectives set forth in the Parents Association By-Laws.

- 1.3 The Executive Board shall reserve the right to enter into Executive Session at any time.

## **Section 2. Meetings**

- 2.1 Executive Board meetings shall be open to the membership, and shall be held on the first Monday of each month at 6:15 pm during the school year. The Co-Presidents shall reserve the right to call a special meeting of the Executive Board at forty-eight (48) hours' notice. A quorum shall consist of a majority of the Executive Board.
- 2.2 If there is any reason that an Executive Board meeting must be rescheduled, it will be the responsibility of the Executive Board to do so.
- 2.3 Executive Committee meets as needed before Executive Board meetings or at a mutually convenient time for a quorum of members. The Co-Presidents shall reserve the right to call a special meeting of the Executive Committee at forty-eight (48) hours' notice. A quorum shall consist of a majority of the Executive Committee.

## **Section 3. Voting**

Each member of the Executive Board shall be entitled to one (1) vote, except that two (2) members of the same family shall have only one (1) vote.

## **Article VII – Committees**

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

- 1.1 There may be Standing Committees of the Association, which shall address ongoing concerns of the Association.
- 1.2 Each Standing Committee shall have one (1), two (2) or more co-chairs, to be appointed by the Co-Presidents with the approval of the Executive Committee. The Chair(s) shall be responsible for the functioning of their assigned committees.
- 1.3 Each member of the Executive Board shall be entitled to vote in meetings of the Standing Committees provided they have served on the committee and attended meetings of said committee.
- 1.4 The Standing Committees shall be:
  1. Advertising & Publicity
  2. Budget & Audit

3. Community Liaison (50<sup>th</sup> Precinct, Community Board #8, local elected officials)
4. Fundraising
5. Health and Safety
6. Hospitality
7. Merchandise
8. Mini Grants
9. Special Education Representative
10. Technology

## **Section 2. Committee Chairs**

- 2.1 Committee chairpersons shall be appointed and removed by the Co-Presidents with the approval of the Executive Board. The Co-Presidents shall request the names of persons interested in serving as chairperson of the committee. The Co-Presidents shall provide the opportunity for members to join the committees.
- 2.2 The responsibilities of the committee chairpersons are to schedule necessary meetings, notify committee members of all activities, maintain records of all activities, income and expenses and to report to the Executive Board and general membership as appropriate.

## **Section 3. Ad Hoc Committees**

Ad Hoc Committees of the Association shall be established to perform specific tasks when necessary and report to the Executive Board, at which point they will disband. Any member of the Association may be a member of an Ad Hoc Committee.

# **Article VIII – Financial Affairs**

## **Section 1. Fiscal Year**

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

## **Section 2. Signatories**

The Co-Presidents and Treasurer shall be authorized to sign checks. Signatories may not be related by blood or marriage. All checks require at least two (2) signatures. Checks may not be made payable to “cash” or “petty cash”.

## **Section 3. Budget**

- 3.1 Budget & Audit Committee shall be responsible for:
  1. A written or oral review of the prior year’s budget for discussion at the June general membership meeting.

2. Preparing a proposed budget for adoption by membership at the October general membership meeting.
  3. Presenting a budget account procedure for approval to be voted on by the Executive Board.
- 3.2 The budget may be amended by a majority vote at any Executive Board or general meeting.
  - 3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the Executive Board.
  - 3.4 The Co-Presidents shall be empowered to approve up to one hundred dollars (\$100) of expenditures without prior approval from the Executive Board.

#### **Section 4. Audit**

In April, the Co-Presidents shall form an Audit Committee of three (3) volunteers, two (2) of whom must be from the general membership. The Audit Committee shall prepare an audit of all financial affairs of the Association with the help of the Treasurer, who shall make all books and records available to the Committee. The Committee shall prepare a written or oral report to be presented to the membership at the October meeting.

#### **Section 5. Financial Accounting**

- 5.1 The Treasurer shall prepare an interim financial accounting by January 31 and an annual financial accounting by the June Executive Board meeting of all income and expenses of the Association.
- 5.2 The Treasurer or Budget & Audit Committee must submit a copy of the January and June financial reports to the Executive Board and the principal and a summary shall be distributed to all parents in the Association's bulletin or in a flyer.

#### **Section 6. Fundraising**

- 6.1 The Fundraising Committee shall present proposed fundraisers to a vote of the general membership prior to the signing of contracts. Upon approval, the Fundraising Committee shall be responsible for carrying out the activity, including planning with the principal for fundraisers involving students during school hours.
- 6.2 The Treasurer and at least one (1) officer shall be designated by the Executive Board to collect, count and record orders and payments. All receipts shall be

deposited by the end of the school day when possible. Two (2) persons shall transport funds to the bank and initial the deposit slips.

- 6.3 The chairperson of the Fundraising Committee shall prepare a report of each fundraiser to be distributed to parents and filed in the principal's office as required.

## **Article IX – Amendments**

### **Section 1. Request for Amendment**

- 1.1 The Executive Board, by a majority vote, may propose to amend the by-laws in part or in whole as necessary.
- 1.2 The General Membership may request by-law revisions by presenting such proposed amendments in writing to the Corresponding Secretary for review at the next Executive Board meeting.
- 1.3 Every three (3) years, the By-Laws Committee is to be formed as an Ad Hoc Committee to review these by-laws to comply with Chancellor's Regulations.

### **Section 2. Voting**

A two-thirds vote by the members present at any General Membership meeting shall be required to amend these by-laws, provided the amendments have been presented to the membership in writing at the previous meeting and the amendments are announced in the notice of the meeting. Such amendments are effective immediately unless otherwise stated in the amendment.

## **Article X – School Leadership Team**

### **Section 1. Parent Members**

- 1.1 The Co-Presidents shall agree between them, following consultation with the Executive Committee, who shall serve as the core member of the School Leadership Team. The other Co-President may run for election as a parent representative.
- 1.2 There must be a minimum of fifty (50) percent makeup of parents on the School Leadership Team, which will include the Co-President.
- 1.3 Parent members are elected for terms specified in the School Leadership Team by-laws. There will be an election for all but one (1) of the remaining openings on the School Leadership Team at the May General Membership meeting. One (1) of the openings shall be filled in an election at the October General Membership meeting to allow parents of incoming sixth graders to run. Any openings

thereafter are to be filled at the first available General Membership meeting by a majority vote.

## **Section 2. Governance**

The School Leadership Team shall be governed by its own separate by-laws.