

Article I-Name

The name of the association shall be: **The Family & Community Partnerships Association (FCPA) of Unity Preparatory Charter School of Brooklyn (Unity) .**

Article II-Objectives:

1. Provide support and resources to the school for the benefit and educational growth of our children.
2. Promote and help develop a cooperative working relationship between Unity parents/guardians and staff of our school.
3. Develop parent leadership and build capacity for greater involvement.
4. Foster and encourage parent participation on all levels.
5. Provide opportunities and training for parents to participate in school governance and decision-making.

Article III-Membership:

Section 1. Eligibility:

Membership in the association shall be limited to **parents, legally appointed guardians, and persons in parental** relation to students currently attending **Unity**. Parents, legally appointed guardians or person in parental relation to students currently attending Unity are automatically granted membership to the FCPA; no membership form is necessary. In the beginning of each school year, a welcome letter from the FCPA shall inform parents of their automatic membership status and voting rights.

Section 2. Donations:

Donations are not a requirement for membership, voting or running for office. Each family may be asked to make a **voluntary** donation of \$5.00. All voluntary donations will be paid to the FCPA by the second general membership meeting in October.

Section 3. Voting Privileges:

Each parent, legally appointed guardian, or person in parental relationship to a child/children currently enrolled at **Unity shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.**

Section 4. Parent Assessment Survey & Parent Contact Sheet:

The completion of parent assessment and parent contact sheets **are not a requirement** for all Unity parents, legally appointed guardians, or persons in parental relationship to students, however are strongly suggested. FCPA contact forms provide the contact information necessary to successfully reach out to inform Unity families of **meetings, events and updates**. The parent assessment survey help the FCPA better provide Unity families and students with the types of programs and services that are needed and wanted for the school.

Article IV-Officers:

Section 1. Titles:

The officers of the FCPA shall be: **President, Vice-President, Recording Secretary, Treasurer, and Parent/Guardian Liaisons**. The association must elect the **mandatory core officers** (President, Recording Secretary and Treasurer) in order to be a functioning FCPA Broad.

Section 2. Terms of Office and Term Limits:

The term of office shall be from July 1st through June 30th. Officers shall be elected by the second Friday in June for a one year term beginning July 1st. Eligibility for office is limited to parents, legally appointed guardians, or persons in parental relation who are not employed at Unity. Term limits for each officer's position for the FCPA shall be two consecutive one-year terms. The candidate may be elected to serve in a third term provided no other interested candidate is nominated and willing to serve.

Section 3. Duties of Officers:

Section 3.1 President:

1. The president shall preside at all meetings of the FCPA and shall be an ex-officio member of all committees except the nominating committee.
2. The president shall provide leadership for its members.
3. The president shall appoint chairpersons of FCPA committee with the approval of the executive board.
4. The president shall delegate responsibilities to other FCPA members and shall encourage meaningful participation in all parent/guardian and school activities when available.
5. The president or his/her designee shall attend all regular meetings of the core members of the school leadership team.
6. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agenda for the general membership meeting.

7. The president shall be one of the signatories on checks unless otherwise he/she appoints another board member as signatories.
8. The president or his/her designee shall represent the FCPA on region/district committees when available.
9. The president shall assist with the June transfer of FCPA records to the incoming Executive Board.

Section 3.2 Vice President:

1. The vice-president shall assist the president and shall assume the president's duties in his/her absence or at the president request.
2. The vice president shall be one of the signatories on all checks.
3. The vice president shall assist with the June transfer of FCPA records to all incoming Executive Board.
4. The vice president shall assist the president from time to time by co-chair on committees at the request of the president.

Section 3.3 Recording Secretary:

1. The secretary shall have basic word processing skills and access to a computer to type and print FCPA information.
2. The secretary shall maintain the official record (minutes) of the proceedings and actions of all FCPA meetings.
3. The secretary shall prepare and read the minutes of each FCPA meeting and shall make copies of the minutes available upon request.
4. Files copies of the committee reports.
5. He/ She shall maintain custody of the FCPA's records on school premises.
6. Assist with the FCPA membership drive and membership records.
7. Shall maintain records of the FCPA activities and programs.
8. The secretary shall sign and incorporate all amendments into bylaws and shall ensure that signed copies of the FCPA bylaws with the latest amendments are file.
9. The secretary shall assist with the June transfer of all FCPA records to the incoming Executive Board.

Section 3.4 Treasurer:

1. The treasurer shall be responsible for all financial affairs and funds of the FCPA.
2. The treasurer shall also be responsible for maintaining and updating records of all income and expenditures.

3. The treasurer shall be one of the signatories on the check.
4. The treasurer is responsible for giving weekly financial update to the president or his/her designee.
5. The treasurer shall also prepare and provide the January 31st interim and June annual financial accounting reports.
6. He/ She make available all books or financial accounting reports for viewing by members upon request and for audit.
7. The treasurer shall prepare all financial records and assist with the June transfer of all FCPA records to the incoming Executive Board.

Section 3.5 Parent Liaison:

1. Coordinates all of class leaders/parent for each grade.
2. Assist parents in resource information about DOE.
3. Communicate all concerns of parents to school officials and vice versa.
4. Reports different community events at FCPA meetings.

Section 4. Election of Officers:

The yearly election of officers of the FCPA must be held by the second Friday in June. Any timeline established by the FCPA to complete the nominations and election process must adhere to this timeframe. The Head of School must be notified in writing of the election dates two weeks prior to the second Wednesday in May.

Section 4.1 Nominating Committee:

A nominating committee may be established during the February general membership meeting. If a nominating committee can be established, committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson. No person employed by Unity shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing, in English and other languages, if applicable, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process.

This includes the following:

1. Canvassing the membership throughout the months of February-April for all eligible candidates.
2. Preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by parents in the school, if applicable.
3. Preparing ballots, attendance sheets, ballots box, tally sheets and all other materials pertaining to the election immediately following April meeting.
4. Determining and verifying the eligibility of all interested candidates prior to the election.
5. Reporting the names of the previously nominated candidates during the April meeting.
6. Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed the April meeting.
7. Send reminder meeting notice which includes the names of all eligible candidates and the officer position positions they are seeking to the membership at least two (2) weeks prior to the second Wednesday in May.
8. Scheduling the election at a time that ensures maximum participation.
9. Ensuring that only eligible members receive a ballot for voting.
10. Completing the spring election during the period of time between the day that falls ten days after the second Wednesday of May and the second Friday in June of each school year.
11. Ensuring that the election is certified by the Principal or his/her designee immediately following the election.
12. Maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/cannot be formed by the end of February, the Executive Board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the FCPA who are not running for office. These members will be selected to serve in the role by vote of the general membership in March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws.

Section 4.2 Notices:

The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. All meeting notices and agenda shall be available in English and translated, whenever possible. The distribution date

shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

Section 4.3 Voting Requirements:

There shall be one vote per member for the child/children currently attending Unity. Voting by proxy or absentee ballot is prohibited.

Section 4.4 Contested Elections and Use of Ballot:

1. Written ballot shall be used in all contested election.
2. Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the officer(s) for which they were nominated.
3. Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school, if applicable.
4. Ballots shall be distributed once voter eligibility has been established.
5. Ballots shall be counted immediately following the election and in the presence of the members.
6. Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee by an officer. The ballots shall be turned over to the incoming recording secretary.

Section 4.5 Uncontested Elections:

In uncontested elections, members may vote by a show of hands or by acclamation to accept the slate of incoming officers.

Section 5. June Transfer Records:

The outgoing FCPA Executive Board shall arrange for the orderly transfer of records which should include an overview of all FCPA transactions for the school year to the incoming Executive Board.

Section 6. Certification of the Election:

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected to conduct the nominations and election process.

Section 7. Vacancies:

All mandatory officer vacancies must be filled by succession of the next highest-ranking officer. For example, a vacancy in the position of the President will be filled by the Vice-President or next highest-ranking officer. In the event that the core mandatory offices (President, Recording

Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers, who wish to resign their position once an election has been certified, must do so in writing to the recording secretary and at that time shall turn over all records to the recording secretary. In the event of the resignation of the recording secretary he/she must transfer records to the president.

Section 8. Special Expedited Election Process:

Special expedited elections shall be held to fill vacancies in the mandatory officer positions (president, Recording Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies must be communicated to the general membership at least forty-eight hours prior to holding special meeting provided there had been at least a five calendar day written notice to the membership.

Section 9. Disciplinary Action:

Any officer, who fails to attend two (2) consecutive Executive Board meeting or two (2) consecutive general membership meetings, shall be removed from office by recommendation of the Executive Board or motion from members and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration.

In other instances where an elected officer(s) of the FCPA has been accused of being derelict, neglectful in his/her duties and/or unable to effectively fulfill the duties of their position due to deliberate attempts of sabotage or ill-will toward Unity and/or the FCPA, an officer(s) may be removed only after:

1. A motion is presented by any FCPA member during any meeting of the FCPA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
2. The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
3. The review committee must investigate, examine and obtain all relevant documents, interviews all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
4. The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the

date of the establishment of the review committee. The FCPA's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

Article V-Executive Board

Section 1. Composition:

The Executive Board shall be composed of the elected officers of the FCPA (and chairperson of standing committees). Elected officers shall be expected to attend all Executive Board meetings and shall be subjected to removal under Article IV, Section 9 unless a valid reason is rendered in writing.

Section 2. Meetings:

Regularly scheduled meetings of the Executive Board and members of Unity's administration shall be held monthly, September through June, on the First Wednesday of every month at 4:30pm unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following Wednesday.

Section 3. Voting:

Each member of the Executive Board shall be entitled to one vote.

Section 4. Quorum:

Three (3) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Section 5. Check signing and Bill/Vendor Payments:

Check signing and payment of bills should be witnessed in the presence of the Board or before the general membership meetings.

Article VI-Meetings

Section 1. General Membership Meetings:

Section 1.1: The general membership meeting of the FCPA shall be held on the second Wednesday of each month from September through June at 6pm, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the previous Wednesday or following Wednesday as determined by the Executive Board. Written notice of

each membership meeting shall be distributed in all applicable languages, where possible. A ten day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.

Section 1.2: All eligible members may attend and participate during general membership meeting and may speak to agenda items subject to restriction in the bylaws.

Section 1.3: Observes may speak and otherwise participate, if acknowledged by the chair.

Section 2. Order of Business:

The order of business at meeting of the FCPA, unless changed by the Executive Board shall be:

1. Call to order
2. Reading and Approval of Minutes
3. President's Report
4. Treasurer's Report/Checking Signing
5. Principal's Report
6. Team Leadership Report
7. Committee Report
8. Old Business
9. New Business
10. Adjournment

Section 3. Quorum:

A quorum of 5 members of the FCPA shall be required in order to conduct official FCPA business.

Section 4. Minutes:

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request at any member.

Section 5. Special Membership Meeting:

Section 5.1: A special membership shall be called to address a matter(s) of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents/guardians stating precisely what topic of the meeting will be.

Section 5.2: In addition, upon receipt of a written request from five (5) FCPA members, the president must call a special membership meeting and with forty-eight (48) hours written notice to parents.

Section 6. Parliamentary Authority:

All procedural questions not covered by these bylaws shall go by Robert's Rules of Order Newly Revised, provided they are not inconsistent with law, policy, regulation and these bylaws.

Article VII-Committees

Section 1. Standing Committees:

Section 1.1: The president will appoint standing committee chairpersons with approval of the Executive Board. Ad-hoc committees shall be established by the Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the FCPA are as the following:

Membership: The membership committee shall be responsible for encouraging parent's participation, outreach and recruitment. The Chairperson from the membership committee shall make every effort to coordinate their outreach efforts and strategies with the Executive Board and school administration.

Budget: The budget committee shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)

Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting upon completion of their review and investigation.

Article VIII-Financial Affair

Section 1. Fiscal Year:

The fiscal year of the FCPA shall run from July 1st through June 30th.

Section 2. Signatories:

The president, vice-president and treasurer shall be authorized to sign checks. All checks require at least two signatures. Signatories shall not be related by blood or marriage.

Section 3. Budget:

Section 3.1:

1. The budget committee shall consist of five (5) persons and be chaired by the treasurer. The committee shall be responsible for:

-Presenting the budget process for membership approval which must be voted on by no later than the October membership meeting.

-A written review of the prior year's budget for discussion at the May membership meeting.

-Preparing a proposed budget for adoption by the membership at the May membership meeting.

-The development and /or review of the budget process which includes:

*The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for next school year. The proposed budget must be presented to and approval by the membership no later than the May meeting.

* The incoming Executive Board must review the proposed budget in the September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.

* The counting and handling of any cash, checks or money orders received requires at least two non-related FCPA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized FCPA members. All monies must be counted in school.

* No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the FCPA.

* All funds shall be deposited in the bank account by authorized FCPA board member within 24 hours of receipt.

* Documentation related to every transaction must be maintained at the school, i.e., cancel checks, deposit receipts, purchase orders, FCPA minutes related to the expenditure, etc.

Section 3.2: The budget may be amended by vote of the general membership at any membership meeting.

Section 3.3: All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

Section 3.4: The Executive Board is authorized to make an emergency expenditure not to exceed \$400 with a two thirds approval by the Executive Board. These expenditures shall be reported to the general membership at the next FCPA meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the FCPA to accept this action.

Section 4. Audit

Section 4.1: the president shall request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.

Section 4.2: The audit committee shall conduct an audit of all financial affairs of the FCPA with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the FCPA financial records be conducted.

Section 4.3: Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all FCPA equipment and ensuring compliance with bylaws provisions for the expenditure of funds.

Section 4.4: The audit committee shall prepare a written report or provide copies of the external report, to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5. Financial Accounting

Section 5.1: The treasurer shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by the general membership. Copies of these reports shall be provided to the Executive Board.

Section 5.2: The treasurer shall be responsible for all monies of the FCPA and shall keep accurate records in a form consistent with the bylaws. The treasurer, recording secretary, at least one other FCPA officer and additional person(s) as needed shall be designated and approval by the Executive Board to collect, count, tally and record all orders and payment. The treasurer and at least one other FCPA officer shall transport all funds to the bank and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within the next business day, deposit all monies of the FCPA in a responsible banking institution selected by the FCPA.

Article IX-Amendments

These bylaws may be amended at any regular meeting of the FCPA by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at a 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 three (3) years.

These bylaws as set forth above have been voted on and approved by the general membership.

On _____
(Month) (Day) (Year)

Signed By:

President

Recording Secretary