

BYLAWS

OF

PS 198M Parent Teacher Association, Inc.

ARTICLE I - NAME

The name of the association shall be - PS 198M Parent Teacher Association, Inc. (the “PTA”).

ARTICLE II - OBJECTIVES

The objectives of the PTA shall include:

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

ARTICLE III -MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending PS 198M (collectively, “Parents”) are automatically members of the PTA. No membership form or application is necessary. In the beginning of each school year, a welcome letter from the PTA shall inform members of their automatic membership status and voting rights. Membership shall also be open to all teachers currently employed at PS 198M.

Section 2. DUES/DONATIONS

Donations are not a requirement for participation, membership, voting or running for office. Each member may be requested to make a voluntary donation.

Section 3. VOTING PRIVILEGES

Each member of the PTA shall be entitled to a single vote during any meeting. However, the right of a member to vote may be limited by the Conflicts of Interest restriction outlined in Chancellor’s Regulation A-660 (CR A-660). Voting by proxy, absentee ballot, email or conference call is prohibited. Each teacher currently employed at the school shall be entitled to a single vote.

ARTICLE IV -- OFFICERS

Section 1. TITLES

The PTA must elect the mandatory officers, President, Recording Secretary and Treasurer, in order to be a functioning PTA.

The officers of the PTA shall be:

1. President or Co-Presidents
2. Vice President or Co-Vice Presidents
3. Vice President of Fundraising or Co-Vice Presidents of Fundraising
4. Vice President of Communications or Co-Vice Presidents of Communications
5. Vice President of Technology or Co-Vice Presidents of Technology
6. Treasurer or Co-Treasurers
7. Assistant Treasurer or Co-Assistant Treasurers
8. Recording Secretary or Co-Recording Secretaries
9. Corresponding Secretary
10. Digital Secretary
11. Delegates [up to seven (7)]

In the event that no eligible parent is interested in running for a sole officer position, the PTA may take nominations for the office to be split amongst two co-officers. Each co-officer must assume the duties of such officer as outlined below.

There shall be no qualification requirements for any parent to be an office holder of the PTA other than to be a Parent of a child attending P.S.198M. The eligibility of a member may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall begin on July 1st and end on June 30th.

Term limits for each officer position of the PTA shall be two (2) consecutive twelve (12) month terms. A candidate who has served the maximum number of

terms may only be elected to serve a third term if no other interested candidate is nominated and willing to serve.

Section 3. DUTIES OF OFFICERS

- 3.1 President or Co-Presidents: The President or Co-Presidents shall preside at all meetings of the PTA and Executive Board and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall provide leadership for the members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The President or designated Co-President (see bylaws provision below) shall attend all regular meetings of the district presidents' council and shall be a core member of the school leadership team. In the event that the PTA elects Co-Presidents, the remaining executive board members in consultation with the PTA will determine which Co-President will serve as the core member on the school leadership team and which Co-President will serve as the school's representative to the district presidents' council. If the President or Co-President is unable to attend district presidents' council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.
- 3.2 Vice-President or Co-Vice-Presidents: The Vice-President or Co-Vice-Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request. The Vice-President or Co-Vice-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.
- 3.3 Vice President of Fundraising or Co-Vice Presidents of Fundraising: The Vice-President or Co-Vice Presidents of Fundraising shall plan, coordinate and supervise all fundraising efforts.
- 3.4 Vice President of Communications or Co-Vice Presidents of Communications: The Vice President of Communications or Co-Vice Presidents of Communications shall be responsible for communication between the PTA and Parents via e-mail, School CNXT (or other similar

electronic communication program) and/or backpack in consultation with the President or Co-Presidents.

- 3.5 Vice President of Technology or Co-Vice Presidents of Technology: The Vice President of Technology or Co-Vice Presidents of Technology shall be responsible for maintaining and/or overseeing the maintenance of the PTA's website and calendar in consultation with the President or Co-Presidents.
- 3.6 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PTA. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January interim and June annual financial accounting reports and any tax filings required by the IRS and NY State. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.7 Assistant Treasurer or Co-Assistant Treasurers: The Assistant Treasurer or Co-Assistant Treasurers shall assist the Treasurer or Co-Treasurers.
- 3.8 Recording Secretary or Co-Recording Secretaries: The Recording Secretary or Co-Recording Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings and Executive Board meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The Recording Secretary or Co-Recording Secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PTA's records on school premises. The Recording Secretary or Co-Recording Secretaries shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The Recording Secretary or Co-Recording Secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.9 Corresponding Secretary: The Corresponding Secretary shall assist the Vice President of Communications or Co-Vice Presidents of

Communications in electronic communications between the PTA and Parents.

3.10 Digital Secretary: The Digital Secretary shall assist the Vice President of Technology or Co-Vice Presidents of Technology in maintaining and/or overseeing the maintenance of the PTA's website and calendar.

3.11 Delegates: Between four (4) and five (5) Delegate positions will be elected at the June general membership meeting. Between two (2) and three (3) Delegate positions will be held open for incoming families. A special expedited election to fill the open incoming Delegate positions will be held by the October General Membership Meeting. Nominations and self-nominations will be taken from the floor and followed by the election at that meeting. A Delegate shall attend all Executive Board meetings, shall assist committee chairpersons or co-chairpersons and shall serve on special committees or projects at the request of the President or Co-Presidents.

3.12 School Leadership Team Membership: The President or Co-President of the PTA shall automatically serve as a core member of the School Leadership Team (SLT). In the event that the PTA elects Co-Presidents, refer to Article IV, Section 3.1 of the PTA's bylaws. All other Parent member representatives shall be elected by the general membership.

- School Leadership Team Nominations and Elections: The President or Co-Presidents will solicit nominations for Parent members of the SLT prior to the May general membership meeting. Nominations (including self-nominations) will also be taken from the floor at the May general membership meeting and then officially closed at such meeting.
- Election: Election of School Leadership Team members shall take place following the election of the PTA's Executive Board at the June general membership meeting.
- Vacancy: A vacancy shall be filled by a special expedited election held at a general membership meeting.

Section 4. ELECTION OF OFFICERS

The yearly election of officers of the PTA must be completed by the last day of school in June. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe.

4.1 Nominating Committee: A nominating committee shall be established during the March monthly general membership meeting. The committee

shall consist of three to five (3-5) volunteers, none of whom are members of the executive board or plan to run for office.

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 nomination from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting. The nominating committee's duties may include the following:

- canvassing the membership throughout the months of March – May for all eligible candidates in ways that maximize member participation;
- any written notices soliciting recommendations must be distributed to the entire membership;
- preparing and distributing all notices at least ten (10) 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;
- preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the May meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. Parent members with one child graduation and another child entering the school may only run for a non-mandatory office during spring elections. The principal must certify to the membership that the candidates being considered are eligible to run for office;
- reporting the names of previously nominated candidates during the May meeting;

- 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 during the May meeting.
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- notifying the principal of the date of the election in writing by April 1st the date and time of the election; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all parents and convene a meeting in May to form and nominating committee and schedule elections;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting. The principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots;
- completing the spring election during the June meeting.
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 6);
- 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 cannot be formed, the PTA must proceed with a special expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

- 4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall in accordance with CR 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 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 were nominated.

4.3 Contested Elections and Use of Ballot:

- a. Written ballot shall be used in all contested elections.
- b. Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates in any co-position must be listed together and voted for as a team.
- c. Wherever possible, ballots should contain voting instructions in English and other languages spoken by Parents in the school.
- d. Ballots shall be counted immediately following the election and in the presence of the members. Ballots must remain in the meeting room until the election meeting has been adjourned.
- e. Ballots must not be removed from the school. The PTA must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.4 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.

Section 5. JUNE TRANSFER OF RECORDS

The PTA must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

Section 6. VACANCIES

Officer vacancies must be filled by succession or by a special expedited election (if such vacancy cannot be filled by succession). The ranking of officers for succession purposes shall be as follows: President or Co-Presidents, Vice President or Co-Vice Presidents, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of Communications or Co-Vice Presidents of Communications, Vice President of Technology or Co-Vice Presidents of Technology, Treasurer or Co-Treasurers, Assistant Treasurer or Co-

Assistant Treasurers, Recording Secretary or Co-Recording Secretaries, Corresponding Secretary, and Digital Secretary. 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 do so in writing to the Recording Secretary, and immediately, at that time, shall turn over all PTA records to the Recording Secretary.

When an office cannot be filled through succession, by the next highest ranking officer, a special expedited election must be held to fill the vacancy. An officer may choose to retain their current position and not assume the higher ranking office.

Section 7. SPECIAL EXPEDITED ELECTIONS

Special expedited elections shall be held to fill vacancies in the officer positions in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing all vacant officer positions and distributing written notice of the expedited election. A nominating committee is not formed when a special expedited election is conducted. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these Bylaws. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 8. DISCIPLINARY ACTION

Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member 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 PTA has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by a PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- 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.
- The review committee must investigate, examine and obtain all relevant documents, interview 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.

- 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 PTA'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 comprised of the elected officers of the PTA and Delegates. Officers shall be expected to attend all Executive Board meetings.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at 8:15 AM or 5:00 PM on the first Thursday of the month; unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Thursday.

Section 3. VOTING

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

Section 4. QUORUM

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Section 5. TREASURER'S REPORT

A written Treasurer's report must be given at every Executive Board meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period.

ARTICLE VI -- MEMBERSHIP MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

- 1.1 The general membership meetings of the PTA shall be held each month from September to June. Meetings shall be held at either 6 PM on the third Thursday or 7:45 AM on the third Friday of the month, provided that if any such day is not a school day, then the meeting shall be on the following or previous Thursday, as determined by the Executive Board. Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting.
- 1.2 All general membership meetings must be held in the PTA's home school, except in extenuating circumstances. Committee meetings may be held at locations convenient to the members, but may not be held in private residences.
- 1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4 General membership meetings are non-exclusive and open to the general public. Non-members may observe meetings, but may only speak and otherwise participate if acknowledged by the presiding officer.

Section 2. ORDER OF BUSINESS

The order of business at meetings of the PTA, unless changed by the Executive Board shall be:

- a. Call to Order
- b. Reading and Approval of Minutes
- c. President's Report
- d. Treasurer's Report
- e. Principal's Report
- f. School Leadership Team Report
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Adjournment

Section 3. QUORUM

A quorum at a meeting of the members of the PTA shall consist of at least eight (8) PTA members, including two (2) Executive Board members (one of which must be the President or one of the Co-Presidents) and six (6) additional members of the PTA. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PA may have non-binding discussions.

Section 4. MINUTES

Minutes of the previous general or special membership meeting shall be available in written form approved at every general membership meeting. The minutes of any PTA meeting must be made available to any member upon request.

Section 5. SPECIAL MEMBERSHIP MEETINGS

5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President or Co-Presidents may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 In addition, upon receipt of a written request from ten (10) members stating clearly the need for a special meeting, the President or Co-Presidents must call a special membership meeting within five (5) calendar days of the request and provide forty-eight (48) hours written notice to members stating the topic of the special meeting.

Section 6. PARLIAMENTARY AUTHORITY

All meeting rules of order and procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order – Newly Revised*, provided that it is consistent with laws, policies, rules and regulations.

ARTICLE VII -COMMITTEES

Section 1. STANDING COMMITTEES

The President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the PTA are the following:

1.1 Membership: The responsibilities of the membership committee shall include but are not limited to: encourage parent participation through recruitment and outreach; plan various activities and events for member participation; coordinate outreach efforts with the Parent Coordinator when possible; and maintain current list of the PTA's membership.

1.2 Budget: The responsibilities of the budget committee shall include but are not limited to: review prior year's budget and make recommendations to executive board; and draft a proposed budget each spring for approval by general membership. This committee will be chaired or co-chaired by the Treasurer or Co-Treasurers.

- 1.3 Audit: the responsibilities of the audit committee shall include but not be limited to: conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws; review as needed all financial records; and prepare written reports of its findings.

ARTICLE VIII -FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. SIGNATORIES

The President or Co-Presidents, Vice-President or Co-Vice Presidents and Treasurer or Co-Treasurers shall be authorized to sign checks. All checks require at least two (2) signatures, one of which must be the Treasurer or one of the Co-Treasurers. The two (2) signatories on any check shall not be related by blood or marriage (i.e., spouses, siblings, in-laws, relatives or members of the same family or household). Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3. BUDGET

- 3.1 The Executive Board shall be responsible for the development and/or review of the budget process, which includes:
- a. The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
 - b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - c. The incoming Executive Board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - d. The Executive Board must present the budget process for membership approval no later than the October meeting.
 - e. The counting and handling of any cash, checks, or money orders received by the PTA must be completed by at least 2 members of the PTA. These PTA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTA's financial records must display the total amount of funds and the signatures of the PTA members who participated in counting the funds.

- f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
 - g. All funds should be deposited into the bank account by an authorized Executive Board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the Executive Board must ensure that all funds are secured in a locked location on school premises. The Executive Board must obtain written acknowledgement from the principal when PTA funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. PTA funds must be taken to the bank for deposit by at least 2 authorized members.
 - h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.)
- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.5 All expenditures of funds by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.6 A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA, and shall be for no more than \$500.00 without a resolution approving such expenditure.
- 3.7 The Executive Board is authorized to make an emergency expenditures not to exceed \$500 with a two-thirds approval of the Executive Board. Emergency expenditures are appropriate for the following purposes: in situations where the PTA must expend funds to further its purposes prior to its next regularly schedule meeting. Any such emergency expenditure shall be reported at the next general membership meeting in writing by the

Treasurer or Co-Treasurers. The minutes of the meeting must reflect a vote taken by the PTA to accept this action.

- 3.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g., funds raised for senior dues may only be used to fund payment of activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 4. AUDIT

- 4.1 The President or Co-Presidents shall request volunteers to form an audit committee of three to five (3-5) persons of the general membership. Executive Board members, if they are not check signatories, may serve on the audit committee. The majority of the committee shall be comprised from the general membership.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the PTA with the help of the Treasurer or Co-Treasurers who shall make all books and records available to them.
- 4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PTA equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
- 4.4 The audit committee shall prepare a written report to be presented to the membership at a general membership meeting upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5. FINANCIAL ACCOUNTING

- 5.1 A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and posted on the parent bulletin board.
- 5.2 The Treasurer or Co-Treasurers shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions, to be presented and reviewed by general membership. Copies of such Treasurer's reports must be given to the principal.

5.3 The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Secretary or Co-Secretaries, at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraising proceeds from students. The Treasurer or Co-Treasurer and at least one other PTA 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 or Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the PTA in a responsible banking institution selected by the PTA. All financial records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

- All collected monies for next day bank deposit must be secured on school premises.
- The use of withdrawal slips, ATM cash and credit cards are prohibited.
- The PTA's 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 PTA 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 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 PTA must make every effort to provide members with copies of the documents reviewed.

ARTICLE IX -AMENDMENTS

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been 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 three (3) years. These bylaws shall conform to Chancellor's Regulation A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the PTA, without the notice required by the preceding paragraph, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article X, at the membership meeting held on April __, 2021.

Signed By:

Co-President

Co-President

Recording Secretary

Date: _____, 2021

Date filed with Principal: _____, 2021