

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 be:

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

ARTICLE III - MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

Membership in the PTA shall be limited to parents (by birth or adoption, step-parent, or foster parent), legally appointed guardians, and persons in parental relation to children currently attending PS 198. Parents (by birth or adoption, step-parent, or foster parent), legally appointed guardians, and persons in parental relation to children currently attending PS 198 are automatically members of the PTA; no membership form 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 is also automatic for all teachers currently employed at the school.

Section 2. DONATIONS

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

Section 3. VOTING RIGHTS

Each member of the PTA, including teachers, shall be entitled to one vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor’s Regulation A-660 (“CR A-660”).

Proxy voting or absentee balloting is prohibited.

Section 4. NOTICES

Any notices required to be given to the membership shall be distributed at least ten (10) calendar days in advance via backpack flyer through the students or via U.S. mail, postage prepaid. In addition (but not in place of backpack flyer or U.S. mail), courtesy copies of such notices may also be sent via electronic mail or other electronic communication programs. Notices, ballots, and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, “calendar days” is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

ARTICLE IV - OFFICERS

Section 1. TITLES

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 eight (8)]

The PTA must elect the mandatory core officers (President, Secretary, and Treasurer) in order to be a functioning parent teacher association.

Officer positions may be filled by either an individual parent or by a team of two parents interested in splitting the office as co-officers, with the exception of Corresponding Secretary and Digital Secretary, which do not have co-officers.) Each co-officer must assume the duties of such officer as outlined below.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1 through June 30. Officers shall be elected at the June meeting to be held no later than the last day of school for a one-year term beginning July 1. Eligibility for office is limited to parents (as defined in Article III, Section 1).

Term limits for each officer position for the PTA shall be two consecutive one-year terms.

A parent may be elected to serve a third term in the same office provided no other parent 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 (as defined in Article V, Section 1) 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 of Fundraising 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, other electronic communication programs, and/or backpack flyers 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, calendar, and digital files 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 31 interim and June annual financial accounting reports. The Treasurer or Co-Treasurers 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 Secretary or Co-Secretaries: The Secretary or Co-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 Secretary or Co-Secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. The Secretary or Co-Secretaries shall maintain custody of the PTA's records on school premises. The Secretary or Co-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 Secretary or Co-Secretaries shall be responsible for reviewing, maintaining, and responding to all correspondence addressed to the PTA. The 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 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, calendar, and digital files.
- 3.11 Delegates: There shall be Eight (8) Delegates. Five (5) or six (6) Delegates shall be elected at the June general membership meeting. The remaining two (2) or three (3) Delegate positions shall be held open for incoming families. A special expedited election to fill the open incoming Delegate positions shall be held by the October general membership meeting. Nominations and self-nominations shall be taken from the floor, 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. (In the event that the PTA elects Co-Presidents, refer to Article IV, Section 3.1.) All other parent member representatives shall be elected by the general membership.
- School Leadership Team Nominations and Elections: School Leadership Team parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Team bylaws. Notice of School Leadership Team vacancies and election information shall appear on the May general membership meeting notice. Nominations for School Leadership Team parent members will be taken at the May meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need

not be present to submit their names or to be nominated by another member.

- Election: Notice of the election of School Leadership Team members will be included in the notice of the general membership meeting. 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 for a one-year term beginning July 1. Any timelines 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 general membership meeting. The 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 or Co-Presidents, subject to the approval of the membership. The nominating committee shall choose one (1) of its members to serve as chairperson. No person employed at PS 198 shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership throughout the months of March – May for all eligible candidates in ways that maximize member participation;
- ensuring that any written notices soliciting recommendations 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 graduating 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 and time of the election in writing by April 1; if the principal is not so notified by May 1, 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 seven (7) school days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections;
- scheduling the election at a time that ensures maximum participation;
- ensuring that elections only be conducted at an in-person meeting, or a meeting on a virtual reality platform ("VRP"). Conducting elections in a hybrid meeting is not permitted;
- ensuring that all voting be done in person or using a VRP polling feature. Voting by proxy, absentee ballots, or email is not permitted;

- 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 5);
- maintaining on file (on school premises) the ballots from any contested election for a period of one (1) year or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/cannot be formed, the Executive Board for the following school year shall be determined based upon a special expedited election (a single meeting where all nominations are taken from the floor for all offices immediately prior to the election) pursuant to Article IV, Section 8, and CR A-660 by no later than the last day in June.

4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. The Notice of Election Meeting must be in writing and must include:

- Date, time, and location of election.
- Meeting format (in-person or VRP).
- A list of all Executive Board positions to be filled.
- A statement that the only qualification for all offices is that the candidate be a parent of a student in the school.
- The mechanism(s) by which parents can become candidates for PTA office and the date nominations close.
- For expedited elections, a statement that all nominations will be taken from the floor at the election meeting.
- Candidates' names may be included only if nominations are already closed.
- Term limits.

- Date that notification was distributed to all parents and means of distribution.

All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible.

4.3 Contested Elections and Use of Ballots:

- For in-person voting, written ballots shall be used in all contested elections.
- 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.
- For in-person voting, ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
- Ballots shall be distributed once voter eligibility has been established.
- For in-person voting, ballots shall be counted immediately following the conclusion of the voting and in the presence of at least three (3) observers from the general membership. Ballots must remain in the meeting room until the election meeting has been adjourned.
- For in-person voting, ballots shall be retained for one (1) year on school premises in the PTA office or until the determination of any grievance filed concerning the election, whichever is later.
- For VRP voting, a printed record of electronic ballots must be maintained among the records of the association and be made available upon request.
- For VRP voting, records of votes in a PTA election meeting conducted remotely must be retained by the PTA for one (1) year or until the determination of any grievance filed concerning the election, whichever is later.

4.4 Candidate Rights in Contested Elections

During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

4.5 Campaigning

Candidates may address the membership prior to the election meeting, but after nominations have been closed. This may include distribution of candidate statements and candidate forums. All candidates must be given an equal opportunity to participate in all mechanisms for addressing the membership.

A notice that includes statements from candidates may be posted on PTA bulletin boards, and distributed to parents in PTA newsletters, through PTA sponsored electronic media, or at a PTA table. All candidate statements must be appropriate. Inappropriate material includes material that is disparaging, defamatory, obscene, or disruptive to the educational process.

No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the PTA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any parent teacher association or parent council executive board, school or district leadership team, school or district Title I Parent Advisory Council, CEC, CCSE, CCHS, or CCELL.

4.6 Presence for Vote

A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.

4.7 Uncontested Elections:

If there is only one (1) candidate or one (1) team of co-position candidates for an office, a member must make a motion for the recording secretary to cast one (1) vote to elect the candidate or team of co-position candidates for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

Section 5. CERTIFICATION OF THE ELECTION

The results of the election shall be announced by the chairperson of the nominating committee or by a member of the nominating committee selected to conduct the nominations and election process. The principal or her/his designee must certify that the nomination and election process was conducted in accordance with CR A-660 and these bylaws. The principal must ensure that the incoming officers of the PTA complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit the Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

Section 6. JUNE TRANSFER OF RECORDS

All PTA records must be maintained for six (6) years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Outgoing Executive Board members may not retain copies of PTA records, including parent contact information. Transfers must occur on school premises.

Prior to the conclusion of the President or Co-Presidents' term, he/she/they must provide to the newly elected President or Co-Presidents the login information for all the PTA's accounts (e.g., email, website, memberships, bank, and other financials), as well as the password to the PTA's computer and any keys to desks, filing cabinets, and safes.

Prior to the conclusion of the PTA Secretary or Co-Secretaries' term, he/she/they must make the necessary arrangements to provide the PTA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Secretary or Co-Secretaries.

Prior to the conclusion of the PTA Treasurer or Co-Treasurers' term, she/he/they must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PTA.

Section 7. VACANCIES

The PTA shall notify the principal and membership in writing of any vacancy in an office within five (5) calendar days. Any vacancy shall be filled by succession of the next highest-ranking officer or, if succession fails to fill the vacancy, by a special expedited election. An officer may choose to retain their current position and not assume the higher-ranking office. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining Executive Board members must conduct a special expedited election to fill all officer vacancies by October 15.

The ranking of officers 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.

In the event that the mandatory offices (President, 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 positions once an election has been certified must do so in writing to the Secretary, and, at that time, shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must

transfer records to the President or Co-Presidents. Upon the resignation or removal of a co-officer, the remaining co-officer 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.

Section 8. SPECIAL EXPEDITED ELECTIONS

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice at least ten (10) calendar days prior to the expedited election. The meeting notice (see Article IV, Section 4.2) must include a list of available officer positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a student in the school, term limits (if applicable), and that nominations will be taken from the floor. 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 Article IV, Section 4.3 of these bylaws.

8.1 Circumstances.

Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill an officer vacancy by succession.

8.2 Written Notice

Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least ten (10) calendar days before the meeting.

8.3 Conducting Special Expedited Elections

A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

8.4 Voting

When there is more than one (1) candidate for an office, written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one (1) candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 9. 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 its 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 state 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; ELIGIBILITY

The Executive Board shall be comprised of the elected officers of the PTA and Delegates.

Persons employed at PS 198 shall be ineligible to serve as an elected officer of the PTA.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 if they miss three (3) consecutive meetings unless a good and valid reason is rendered in writing.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at 8:30 AM on the first Friday of the month or at 5:30 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 Friday or Thursday. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership ten (10) calendar days' notice of the rescheduled meeting. Individuals who are not members of the PTA may only attend Executive Board meetings with the approval of the Executive Board.

Section 3. VOTING

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

Section 4. QUORUM

One more than half the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. Executive Board meetings are open to all members; however, individuals who are not members of the PTA may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least ten (10) calendar days' written notice of any Executive Board meeting.

Section 5. CONTACT INFORMATION

The Executive Board shall make available to the membership a list of the officers' names and positions. The list must also include a phone number where the PTA can be reached at the school, the PTA email address (either the DOE-issued PTA email address or an address established by the Executive Board), and an individual email address for each of the three mandatory officers. Non-mandatory officers may choose to provide individual email addresses as well. Personal phone numbers may be included at the discretion of each officer. The list shall not include home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the PTA to maintain such information. The list must be posted in the school at the beginning of the school year; thereafter, it must be made available in the principal's office, at every PTA meeting, and to members upon request.

Section 6. 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 6:30 PM on the third Thursday of the month or at 7:45 AM on the third Friday 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 or Friday. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices.

1.2 All in-person meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences.

Meetings may be in person, hybrid, or on a VRP.

If an appropriate location that is accessible to people with disabilities exists within the school, in-person and hybrid meetings must be held in that location.

Meetings may be conducted virtually on a VRP that allows for a dial-in option.

Hybrid meetings must be physically convened in the school building. Members participating from remote locations may be counted toward quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings.

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 with the approval of the Executive Board.
- 1.5 At the beginning of every school year, the Executive Board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting. The Executive Board must determine its capacity to host meetings using a particular format before presenting it to the general membership for approval. If the PTA is unable to conduct general membership meetings in either a VRP or hybrid format, it must continue to conduct in-person meetings.

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

- Call to Order
- Reading and Approval of Minutes
- Principal's Report
- President's Report
- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 2. QUORUM

A quorum shall consist of two (2) Executive Board members and six (6) additional members of the PTA. At least one (1) Executive Board member must be present at the school to conduct a meeting in a hybrid format. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

Section 3. 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 to any member.

Section 4. SPECIAL MEMBERSHIP MEETINGS

- 4.1 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.

- 4.2 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) working days of the request and with forty-eight (48) hours written notice to members stating the topic of the special meeting.

Section 5. PARLIAMENTARY AUTHORITY

All procedural questions not covered by these bylaws shall be governed 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

- 1.1 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. Committee meetings may be held virtually or at locations convenient to the members. The standing committees of the PTA are the following:

Budget: The budget committee shall be chaired by the Treasurer or Co-Treasurers and 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 June membership meeting, and 3) presenting the budget process. (See Article VIII, Section 4.)

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 or upon completion of their review and investigation.

ARTICLE VIII - FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. CHECKING ACCOUNT AND SIGNATORIES

A checking account must be maintained in the name of the PTA. All PTA funds must be deposited into the checking account. Any accounts other than the mandatory checking account must be authorized by a vote of the membership and must be in the name of the PTA. However, the primary checking account must be used for all transactions, including deposits and withdrawals (e.g., if a PTA has a savings account, funds must be transferred from the checking account to the savings account. Funds can only be withdrawn by transferring the funds from the savings account to the checking account).

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 the signature of at least two officers, one of whom must be either the Treasurer or one of the Co-Treasurers and one must be the President or one of the Co-Presidents, or the Vice President or one of the Co-Vice Presidents. Signatories shall not be related by blood or marriage or members of the same family or household.

1. Employer Identification Number (EIN) – the PTA, as separate entity, may not use the DOE’s EIN. The PTA must obtain its own EIN from the Internal Revenue Service for bank account applications. Contact the Internal Revenue Service to obtain an EIN: 1-800-829-4933. The PTA’s EIN must be on file with the principal.
2. Online banking – the PTA may establish online access through its bank’s online bill payment system for goods and services rendered. When this is not possible, payment for goods and services should be carried out by more conventional means, such as but not limited to checks. Prior to any transaction, the Executive Board must provide authorization for the intended expenditure by issuing a disbursement form that must accompany all online transactions. In order to set up online access to the PTA bank accounts, a DOE issued email account assigned to the PTA is required.
3. Linking the PTA bank account to a personal bank account is prohibited. The President or Co-Presidents, Vice-President or Co-Vice-Presidents, and Treasurer or Co-Treasurer shall be authorized to sign checks.
4. All checks require the signature of at least two officers, one of whom must be either the Treasurer or a Co-Treasurer. Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3. THIRD-PARTY APPLICATIONS

The PTA may use third-party applications to accept money. The application must be created using the DOE-issued email and must be connected directly to the PTA bank account number or debit card. Transactions can only be

used to receive money. Outgoing transactions and debit cards generated by a third party are prohibited.

Section 4. BUDGET

4.1 The budget committee shall consist of five (5) persons and be chaired by the Treasurer or a Co-Treasurer. The committee shall be responsible for:

- 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 June membership meeting; a copy of the budget shall be submitted to the principal upon approval by the membership.
- 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 the next school year. The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - The incoming Executive Board may review the proposed budget in 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 (2) non-related PTA members to participate. Received monies shall be counted within the same day, recorded, and signed by the authorized PTA members. All monies must be counted in school.
- No parent and/or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
- All funds shall be deposited in the bank account by authorized board members within one (1) business day of receipt. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds will be taken to the bank for deposit by at least two (2) authorized members.
- Financial records of the PTA (e.g., all records reflecting income, expenditures, refunds, and any other financial transactions) must be

maintained on school premises for a period of six (6) years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled 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.

- No checks may be written payable to cash or petty cash.
- 4.2 The budget may be amended by vote of the general membership at any membership meeting.
 - 4.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
 - 4.4 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.
 - 4.5 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.
 - 4.6 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 \$1,000 without a resolution approving such expenditure.
 - 4.7 The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$1,000. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the funds.
 - 4.8 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 5. AUDIT

- 5.1 The President or Co-Presidents 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.
- 5.2 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. The audit committee may also recommend that an external audit of the PTA's financial records be conducted.
- 5.3 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.
- 5.4 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 6. FINANCIAL ACCOUNTING

- 6.1 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.
- 6.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31 and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 6.3 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 (1) 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 fund raising proceeds from students. The Treasurer or Co-Treasurer and at least one (1) 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 the school premises.
- The use of withdrawal slips, debit cards, 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 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 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 not contain language which does not conform to CR A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with CR 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 CR A-660.

In the event that the PTA's bylaws contain any provision that conflicts with CR A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of these bylaws that are not in conflict with CR A-660 shall remain in full force and effect.

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 IX, at the membership meeting held on April 18, 2024.

Signed By:



Co-President



Co-President



Recording Secretary

Date: May 6, 2024

Date filed with Principal: May 6, 2024