

BYLAWS  
OF  
Parent and Teachers Association of PS 116 Inc.  
APPROVED BY THE MEMBERSHIP ON June 12, 2024

PLEASE NOTE: Document is still in process of being reformatted (i.e. proper section numbers, line spacing, etc). Thank you for your patience!

## 1. NAME

The name of the association shall be: Parent and Teachers Association of PS 116 Inc.

## 2. OBJECTIVES

The objectives of the Association shall be:

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

## 3. MEMBERSHIP

### 3.1. Eligibility for Membership

Membership in the PA/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 P.S.116. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending P.S.116 are automatically members of the Association; no membership form is necessary. In the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights. If the association is a Parent Teacher Association include: Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the school.

### 3.2. Enrollment

All parents and guardians are automatically members of the PTA. The PTA Executive Board should make every effort to encourage involvement in the PTA.

### 3.3. Donations

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

### 3.4. Voting Privileges

Each designated parent of a child/children and teachers at P.S.116 are entitled to one vote. Voting by absentee ballot or proxy is prohibited. Members deemed to have a conflict of interest, as defined in the Chancellor's Regulation A-660, shall not be permitted to vote on those issues.

Proxy voting or absentee balloting is prohibited.

### 3.5. Notices

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via backpack flyer to the children of parents 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. 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.

#### 4. OFFICERS

##### 4.1. Titles

The officers of the association shall be: President, Recording Secretary, Treasurer, Financial Secretary, such vice presidents as the Executive Board determines from time to time, and up to 6 members at large.

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

Two people or more may share any officer position. In the event that no eligible parent is interested in running for a sole officer position, the PA/PTA may take nominations for the office to be split among co-officers. Each co-officer must assume the duties of such officer as outlined below.

##### 4.2. Terms of Office and Term Limits

The term of office shall be July 1<sup>st</sup> until June 30<sup>th</sup>. 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).

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

No person may serve in the same position for more than 2 consecutive one year terms unless, after a canvass of the membership, no person is willing to serve.

##### 4.3. Duties of Officers

Officers will have such duties as assigned by the President or Co-Presidents from time to time. To the extent there are such officers and the duties are not otherwise modified, the following shall be the assigned duties:

**President or Co-Presidents:** The President or Co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for all its 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

parent and school activities. The president or designated co-president (see bylaws provision below) shall attend all regular meetings of The District President's Council and shall be core member of the School Leadership Team. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the school's representative to the region/district president's 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 agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PTA on region/district committees. The president or co-presidents shall assist with the June transfer of PTA records to the incoming Executive Board. The president or co-presidents shall serve as selectors on the Community and Citywide Education Council elections.

No other Executive Board member except the President shall automatically serve as a core member of the school leadership team unless they are the president's permanent designee. No person employed in P.S. 116 shall be eligible to serve as a parent member representative on the school leadership team.

Treasurer or Co-Treasurers(s): The Treasurer or Co-Treasurers shall: act as second signatory on bank accounts, maintain all deposit slips, with appropriate identification of the source of such funds; maintain up to date record of income and expenditures; be a signatory on all PTA checks; provide financial reports at all executive board and general membership meetings; adhere to and implement all financial procedures established by the association; assist the accountant as may be necessary in preparation of tax returns and other financial documents; serve as chairperson of the Budget Committee, and shall report that committee's activity to the Executive Board. The treasurer shall also prepare and assist the secretary with the June transfer of all PTA records to the incoming Executive Board.

Recording Secretary or Co-Secretaries: The Recording Secretary or Co-Secretaries shall: keep and maintain the official record of the proceedings and actions of all PTA meetings, including notices, agendas, sign in sheets, and material distributions; prepare and maintain minutes available upon request; maintain a log of all amendments to the bylaws and ensure that a copy of each is on file in the Principal's office.

Vice-President(s) of Fundraising: The Vice-President(s) of Fundraising lead the coordination and planning of raising funds for the PA/PTA, including the annual appeal campaigns, any fundraising events, and securing sponsorships. The Vice-Presidents of Fundraising may also be called upon to manage the PS116 School Store and inventory.

Vice-President(s) of Education, Recreation and Welfare: The Vice-President(s) of Education, Recreation and Welfare lead in-school activities related to the improvement of

education, recreation, health and welfare at P.S. 116, including such events as the Book Fair, Read-a-thon, Author Visits, and Picture Day. .

**Vice-President(s) of Communications:** The Vice-President(s) of Communications shall: support the work of the PA/PTA by creating and implementing the strategy for communication with PS116 families and community. The Vice-President(s) manage and update the PS116 PTA website and social media accounts, maintain PTA documents and flyers (including Welcome Packet, PTA and Meeting and Events Calendars), and are responsible for sending email newsletters and text messages. .

**Vice-President(s) of Community Building:** Help build school community by planning and producing a roster of events for the PS116 community that are free or low cost to attend. This roster of events shall be determined and scheduled in collaboration with the PTA President or Co-Presidents and in consultation with the Executive Board. Annual events may include Halloween Bash, Winter Festival, Grown Ups Night Out, Movie Night, Multicultural Potluck, and Spring Fair. These events are to bring the PS116 community together, so fundraising activities should be excluded from these events or extremely limited with approval from the Board and PS116 Administration. This committee also assists with coordination of Team 116 Appreciation activities.

**Financial Secretary (ies):** The Financial Secretary shall: assist the Treasurer in maintaining the financial records; be responsible for the deposit of all PTA funds to the PTA's bank account as soon as possible after their receipt; monitor and record electronic donations (Paypal, Square, etc), write thank you notes and distribute receipts upon request for donations to the PTA; be responsible for assisting the Treasurer with preparing financial reports required by the Board of Education policy, Regulation and Bylaws; serve as the Chairperson of the Audit Committee if one is necessary, and appointed by the President.

**Garden & Market Committee:** the Garden Committee will work to maintain the gardens inside the school yard and the flower/tree beds outside the school on 32nd and 33rd Streets. Coordinate summer care of the garden. Liaise with PS116 teachers and Horticulture Society to improve garden spaces. Act as liaison to the PS116 Farmer's Market - includes filing for permits, collecting fees, advertising and suggesting improvements.

**Members at Large:** Members at large will be comprised of up to 5 persons who will have full voting privileges on the Executive Board. Two of these positions will be filled by incoming parents of pre-kindergarten and kindergarten students at the September or October General Membership through nomination and elections. Each Member at Large shall serve as a volunteer member on one or more of the standing committees, and shall serve as a volunteer on one or more committees for a fundraising event adopted by the membership for that year. Two Members at Large will serve as liaisons to the Grade/Class Leaders - one for lower grades and one for upper grades. These persons will make sure each class has a class leader, communicate news to class leaders for

distribution to class email lists, educate class leaders about the PTA and class leader roles. Taking on this role will fulfil these Members at Large's volunteer responsibilities.

**Member at Large - Class Parent Liaison:** The Class Parent Liaison is supports timely and effective communication between the PTA and Class Parents. The Liaison maintains an annual calendar for and drafts class parent emails with the input of VP of Communications, Co-Presidents, and relevant Executive Board members to ensure all classes receive consistent information regarding PTA activities, upcoming events, and other items of interest to the PS116 community.

**5th Grade Committee:** This committee liaises between Executive Board and 5th grade families to support the coordination of 5th grade activities, including 5th Grade Graduation party. 5th Grade Committee leads the creation of the yearbook.

**116Kids:** represents PS116 PTA on the Board of 116 Kids.

**Vice President(s) for Community Relations:** helps represent the interests of PS116 PTA at community meetings and reports back on community affairs,, including but not limited to Community Board 6, D2 and D4 Councilmembers, Build-a-Block for relevant NYPD Precincts, Parks Department, Manhattan Borough President's Office, Board of Elections, CEC, PEP. The Vice-President(s) for Community Relations also helps PTA and School Leadership in identifying funding sources from community groups and city elected officials and in soliciting appropriate agencies and officials for assistance in school projects, maintenance needs, and concerns.

#### 4. ELECTION OF OFFICERS

The yearly election of officers of the PA/PTA must be completed by the last day of school for a one-year term beginning July 1. Any timelines established by the association to complete the nominations and election process must adhere to this timeframe. Note that Parents at Large positions as outlined below will be held open until the following October for incoming PreK and K families.

4.4. **Nominating Committee:** A nominating committee may be established during the Spring 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 at P.S.116 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 they immediately resign from the nominating committee in writing.

The Nominating Committee shall canvass the membership in English and other languages as appropriate, for recommendations of candidates for all positions. The

nominating committee must conduct screening to verify and vouch for eligibility. The Nominating Committee shall also be responsible for conducting the election process. This includes the following:

- canvassing the membership throughout the months of February – 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 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;
- elections must only be conducted at an in-person meeting, or a meeting on a VRP. Conducting elections in a hybrid meeting is not permitted;
- all voting must 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 PA/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 one year or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/can not be formed by the end of February, the Executive Board for the following school year shall be determined based upon a special expedited elections pursuant to Article IV, Section 8 and Chancellor's Regulation A-660 by no later than the last day in June.

Note that Parents at Large positions will be held open for incoming PreK and K families.

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 child in the school.
- The mechanism(s) by which parents can become candidates for PA/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, if they are included in the bylaws.
- 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. The Notice of Election Meeting must be in writing and must include:

#### 4.3 Timing of Elections:

The annual election of officers shall take place during the June membership meeting to be held by the 3rd Friday in June or as otherwise scheduled by the Board. Each member of the association is entitled to one vote in the election.

#### 4.4 Contested Elections and Use of Ballot:

- For in-person voting, written ballot 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 for the positions of Co-Presidents must be listed 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 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 year on school premises in the PA/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 PA/PTA election meeting conducted remotely must be retained by the PA/PTA for one year or until the determination of any grievance filed concerning the election, whichever is later

All nominations for the 2 vacant Member at Large positions must be submitted at the October General Membership meeting and will be voted on at that meeting. Nominations can be accepted at the October General Membership meeting to fill these 2 vacancies. Notice will be sent out within the first two weeks of the school year.

The elections for the school's leadership team parent member representative shall be held in accordance with the team bylaws. No person employed in PS 116, or serving as a community school board member shall be eligible to serve as a parent representative on the school's leadership team.

#### 4.5 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.

#### 4.6 Campaigning

PA/PTA bylaws must specify one or more mechanisms by which candidates can address the membership prior to the election meeting, but after nominations have been closed. These mechanisms 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 PA/PTA bulletin boards, and distributed to parents in PA/PTA newsletters, through PA/PTA sponsored electronic media or a PA/PTA table. All candidate statements must be appropriate. Inappropriate material includes material that is disparaging, defamatory, obscene, or disruptive to the educational process. (See Section I.L.2.c.)

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

No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, PA/PTA executive board, or PA/PTA committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year. 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 PA/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 PTA or PC executive board, school or district leadership team, school or district Title I Parent Advisory Council and CEC, CCSE, CCHS, or CCELL.

#### 4.7 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.

#### 4.8 Uncontested Elections:

4.4.1. If there is only one candidate for an office, a member must make a motion for the recording secretary to cast one vote to elect the candidate 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.

### 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 Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PA/PTA complete the PA/PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

### 6. JUNE TRANSFER OF RECORDS

All PA/PTA Records must be maintained for 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 PA/PTA records, including parent contact information. Transfers must occur on school premises.

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

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

#### Installation and Introduction of Officers

Installation of the newly elected officers shall take place at the June Membership meeting or otherwise immediately following the election.

### 7. VACANCIES

The PA/PTA shall notify the principal and membership in writing of any vacancy in an office within 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. If the PA/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 15th. The ranking of officers shall be as follows: President or Co-Presidents, First Vice President or Co-First Vice Presidents, Second Vice President or Co-Second Vice Presidents, Treasurer or Co-Treasurers and Secretary or Co-Secretaries. 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.

### 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 10 calendar days prior to the expedited election. The meeting notice (see Article IV, Section 4, 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 child 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 Section 4.3 of these bylaws.

1. Circumstances. Special expedited elections are required when the PA/PTA has failed to conduct a valid annual election or was unable to fill an office vacancy by succession.
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 10 calendar days before the meeting.
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.
4. Voting. When there is more than one candidate for an office written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PA/PTA may follow the procedures outlined above for uncontested elections.

## 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 at a quorum meeting. 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 PA/PTA has been accused of being derelict and/or neglectful in their duties, an officer(s) accused of misconduct or neglect of duty may be removed only after:

- A motion is presented by any 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 association'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).

## **5. Executive Board**

### **1. Composition & Eligibility**

The Executive Board shall be composed of the elected officers of the association, members at large and chairpersons of standing committees. Persons employed at PS116 or community school board members and or community and district education councils in the district or region shall be ineligible to serve as an elected officer of the association.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

### **2. Meetings**

Regular meetings of the Executive Board shall be held monthly, September to June. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership 10 calendar days notice of the rescheduled meeting. Individuals who are not members of the PA/PTA may only attend Executive Board Meetings with the approval of the Executive Board.

Special meetings may be called by the President, or shall be called at the written request of at least 6 members of the Executive Board. All members of the PTA may attend as observers and may speak and otherwise participate at the discretion of the chair. Executive Board Meeting can be held on school grounds or remotely via Zoom; however Committee Meetings may be held in a convenient location other than someone's home. If PTA cannot use the school for General or Executive meetings due to limited access see Chancellor's regulation A-660 and supplemental guidelines from DOE on conducting meetings and voting via Zoom.

### **3. VOTING** Each member of the Executive Board shall be entitled to one vote.

### **4. Quorum**

A majority of the Executive Board (1 more than  $\frac{1}{2}$  is a quorum) shall constitute a quorum., allowing for official business to be transacted. Executive Board meetings are open to all members, however, individuals who are not Parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

### **5. Contact Information**

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that 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 PA/PTA to maintain such information. The list must be updated regularly and be available in the principal's office and at every PA/PTA meeting. The list must also be posted on parent

bulletin boards, distributed to parents at the beginning of the school year and made available upon request by any member.

#### 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. Quorum A majority of the Executive Board (1 more than  $\frac{1}{2}$  is a quorum) shall constitute a quorum., allowing for official business to be transacted. Executive Board meetings are open to all members, however, individuals who are not Parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

#### Committees

##### Committees

Where an issue or a situation arises that necessitates the establishment of a committee, a committee may be formed by the Executive Board to meet the need, and dissolved when the need no longer exists, by the majority vote of the Executive Board.

#### FINANCIAL ADMINISTRATION

##### Fiscal Year

The fiscal year of the PTA shall run from July 1<sup>st</sup> through June 30<sup>th</sup>.

##### Signatories on PTA checks

The Presidents and treasurers shall be authorized to sign checks. All checks require at least 2 signatures, one of which will be the Treasurer's. Signatories shall not be related by blood or marriage.

##### Budget Committee

The budget committee shall consist of 2 or more people and shall be chaired by the Treasurer. The Committee shall be responsible for:

a) The development and review of the budget process which includes: The Executive Board must review the current budget, annual fiscal 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 counting and handling of any cash, checks or money orders received requires at least 2 non-related PTA members to participate. Received monies shall be counted within 2 business days, recorded and signed by the involved PTA members. All monies must be counted in school. All funds shall be deposited in the bank account by authorized board members within 2 business days. No funds shall be kept in a member's home, but shall be secured and locked in the school safe in the PTA office. PTA funds shall be taken to the bank by at least 2 authorized members. Documentation related to every transaction must be maintained at the school (i.e. cancelled checks, deposit receipts, purchase orders, PTA minutes related to expenditures, etc.)

- b) A written review of the prior year's budget for discussion at the June meeting
- c) Preparing a proposed budget for adoption by the Membership at the June meeting

The budget may be amended by vote of the General Membership at any membership meeting. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

#### Audit

As the need arises, the President shall request volunteers to form an Audit Committee. The following format must be adhered to:

- The Audit Committee must be comprised of those who are independent of those who sign, shall prepare an audit of all financial affairs by the organization with the help of the treasurer who shall make all books and records available to them.
- Additional duties of the audit committee may include the examination of all relevant financial statements, records of disbursements, verification of all association equipment and ensuring that bylaw provisions for the expenditure of funds were complied with.
- The audit committee shall prepare a written report to be presented to the Membership at its May meeting or upon completion of the review and investigation, as applicable.

#### Financial Accounting

PTA members may only be re-imbursed for PTA out of pocket expenses if they submit receipts and the expenses are in line with the previously approved budget line item or the membership approves; and the check is made payable to the PTA member. The treasurer shall prepare and provide copies of the interim financial accounting report by January 31<sup>st</sup> and the annual financial accounting report by the June 30<sup>th</sup>, including all income and expenditures, to be presented and reviewed by the general membership.

The Treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer(s), Financial Secretaries, Secretaries, and at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA to collect, count, tally and record all payments. The Financial Secretaries 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 the financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within 2 business days thereof, deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained on school premises.

## 6. MEMBERSHIP MEETINGS

1. General
  - 1.1. General membership meetings shall be held monthly from September through June. Meetings shall be held at on the 3rd Wednesday 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 Wednesday. A schedule of proposed General Membership meetings shall be prepared by the Executive Board for distribution at the first General membership meeting of the school year. 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, including agenda, shall be distributed at least 10 days prior to the scheduled meeting date. 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 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 virtual.

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 platform that allows for dial-in option.

Hybrid meetings must be physically convened in the school building. PA/PTA bylaws may provide that 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 PA/PTA is unable to conduct general membership meetings in either a virtual or hybrid format, it must continue to conduct in-person meetings.

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

Call to Order

Reading and Approval of Minutes

President's/Co-Presidents' Report

Treasurer's/Co-Treasurers' Report

Principal's Report

School Leadership Team Report

Committee Reports

Elections if scheduled

Old Business

New Business

Adjournment

## 2. Quorum

A quorum shall consist of two Executive Board members and six additional members of the PA/PTA. At least 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 PA/PTA business. In the absence of a quorum, the PA/PTA may have non-binding discussions.

## 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.

#### 4. Special Membership Meetings

4.1. Special membership meetings may be called by the President or upon request by the President of a written request from 20 PTA members to deal with a matter or matters of importance which cannot wait until the next regular Membership meeting, with a minimum of 48 hours written notice to Members stating precisely what the topic of the special meeting will be.

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

#### 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.

### 7. COMMITTEES

#### 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. Committee meetings may be held virtually or at locations convenient to the members. The standing committees of the PA/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 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 or upon completion of their review and investigation.

## **8. FINANCIAL AFFAIRS**

### **1. FISCAL YEAR**

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

### **2. CHECKING ACCOUNT AND SIGNATORIES**

A checking account must be maintained in the name of the PA/PTA. All PA/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 PA/PTA. However, the primary checking account must be used for all transactions, including deposits and withdrawals (e.g., if a PA/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, First Vice-President or Co-First 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 Presidents or one of the Co-Presidents, or the First Vice President or one of the Co-First Vice Presidents. Signatories shall not be related by blood or marriage or members of the same family or household.

1. Employer Identification Number (EIN) – PA/PTAs, as separate entities, may not use the DOE's EIN. PA/PTAs must obtain their own EIN from the Internal Revenue Service for bank account applications. Contact the Internal Revenue Service to obtain an EIN: 1-800-829-4933. A PA/PTA's EIN must be on file with the principal.
2. Online banking – PA/PTAs may establish online access through the 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 or a bank/debit card. 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 PA/PTA bank accounts, a DOE issued email account assigned to the PA/PTA is required.
3. Linking the PA/PTA bank account to a personal bank account is prohibited. The President or Co-Presidents, First Vice-President or Co-First 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.

### 3. BANK/DEBIT CARDS

1. PA/PTAs may receive and have use of a bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online.
2. Bank/debit card transactions must receive approval of the general membership.
3. A disbursement form must accompany the transaction and be signed by two officers.
4. Bank/debit cards must not be used for the following items: • Third party mobile applications. (i.e., mobile phone wallets, or any other electronic device) • Direct donations • Out-of-Pocket reimbursements • Cash withdrawals from an ATM • Receiving “cash-back” or a “cash refund” from an ensuing transaction
5. Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.

### 4. THIRD PARTY APPLICATIONS

PA/PTA's 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 PA/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.

### 5. BUDGET

1. The budget committee shall consist of five (5) persons and be chaired by the 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 non-related PA/PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PA/PTA 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 principal.
- All funds shall be deposited in the bank account by authorized board members within 1 business day of receipt. No funds shall be kept in a member's home but shall be secured and locked in the school. PA/PTA funds will be taken to the bank for deposit by at least two authorized members.
- Financial records of the PA/PTA (e.g., all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of 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.

2. The budget may be amended by vote of the general membership at any membership meeting.
3. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
4. Plans for all fundraising activities conducted by the PA/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.
5. All expenditures of funds by the PA/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.
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 PA/PTA, and shall be for no more than \$ \_\_\_\_\_ without a resolution approving such expenditure.

7. The Executive Board may authorize emergency expenditures in situations where the PA/PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$ \_\_\_\_\_. 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.
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.

## 6. AUDIT

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.
2. The audit committee shall conduct an audit of all financial affairs of the PA/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 PA/PTA's financial records be conducted.
3. Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PA/PTA equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
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.

## 7. FINANCIAL ACCOUNTING

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.
2. The Treasurer or Co-Treasurers 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 general membership. Copies of these reports shall be provided to the principal.
3. The Treasurer or Co-Treasurers shall be responsible for all monies of the PA/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 PA/PTA officer, and additional persons as needed shall be designated and approved by the PA/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 other PA/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 PA/PTA in a responsible banking institution selected by the PA/PTA. All records of the PA/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 and credit cards are prohibited.
- The PA/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 PA/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 PA/PTA must make every effort to provide members with copies of the documents reviewed.

## **9. Amendments of Bylaws**

These bylaws may be amended at any regular meeting of the association 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 with 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 PA/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.

In the event that a PA/PTA's bylaws contain any provision that conflicts with Chancellor's Regulation A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of these bylaws that are not in conflict with the Regulation 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 June 12, 2024.

Signed By:

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Co-Presidents

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Secretary

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(Month) (Day) (Year)