

P.S. 81 Robert J. Christen School

Parents' Association Bylaws

APPROVED BY THE MEMBERSHIP ON JUNE 23, 2021



Article I – Name

The name of the Association shall be the P.S. 81 Parents' Association, or hereinafter referred to as the "Association" or the "PA"

Article II – Purpose and Objectives

The Association is a not-for-profit organization that exists solely to benefit the P.S. 81 school community.

The objectives of the Association include but are not limited to:

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

Article III – Membership

A. Eligibility

Membership in the PA is automatically granted to a parent of a child currently on the register of P.S. 81. Membership in the PA is also automatically conferred to a parent of a child attending P.S. 81 full-time while on the register of a city-wide program.

The term "parent" is defined as any person in a parental or custodial relationship to the student including, a birth parent, adoptive parent, foster parent, step-parent, a legally appointed guardian, and person in parental relation as defined by [Chancellor's Regulations A-660](#) (hereinafter "CR A-660").

At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

B. Dues/Donations

The payment of dues is not a condition for participation or membership.

Direct member donations are encouraged, as it provides a strong financial support to the continued operations of the Association. Members may make direct financial contributions throughout the year.

C. Voting Privileges

Every parent of a student currently enrolled at P.S. 81 shall be entitled to a single vote during any General Membership meeting, provided there are no conflicts of interests as outlined in [CR A-660](#).

All voting shall comply with CR A-660. However, the PA will continue to comply with the Chancellor's waiver of the in-person voting requirements as further outlined in the June 4, 2020 Department of Education Memorandum, [Functioning in the Virtual Environment: Guidance for PA/PTAs and Presidents' Councils](#).

Article IV – Officers

A. Titles

The mandatory officers of the Association shall be the **president**, **recording-corresponding secretary** and **treasurer**. The Association must elect the mandatory officers in order to be a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than Membership (defined in III.A.). The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.

Non-Mandatory Officers of the Association may consist of but are not limited to following: 1st Vice President; Vice-President, Membership; Vice-President, Publishing, Corresponding Secretary, and Financial Secretary

B. Co-Officers

All mandatory and non-mandatory officer positions may be held by two co-officers. Co-officers must run for election together and must be united on the ballot as one candidate. Candidates running as co-officers must meet all notice requirements for elections pursuant to CR A-660.

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.

The nominating committee, as set forth in IV D(3), has the sole discretion to allow or deny co-candidates to run for an officer position jointly. Discretionary denials (not mandated by CR A-660) to run as co-candidates by the nominating committee may be overturned by a unanimous vote of the current Officers. The Nominating Committee should not contain current sitting Officers. However, in the event that the nominating committee contains an Officer due to lack of participants, the sitting Officer shall not vote.

C. Term and Term Limits

Officers shall serve one-year terms, beginning July 1st and ending June 30th.

An Officer may serve the same position of the Association for a maximum of two consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional consecutive term in the same position if no other interested candidate is nominated and willing to serve. A candidate that previously served a maximum number of terms in one position is eligible to serve in the same position after a one-year term of not holding that same position.

D. Duties of Officers

The President sets the direction for the PA and executes the goals as set forth by the general membership. The VP officer(s) shall assist the President as requested. Every member of the Executive Board (hereinafter "EB") shall assist with the June transfer of PA records to the incoming EB. The sections below describe the general duties of each position.

1. *President:*

The duties of the president shall include but are not limited to the following:

- a. preside at all meetings of the Association;
- b. is an ex-officio member of all committees except the nominating committee;
- c. appoint Association committee chairpersons with the approval of the EB;
- d. encourage meaningful participation in all parent and school activities;
- e. provide opportunities for members' leadership development;
- f. delegate responsibilities to members of the Association as needed;
- g. attend all regular meetings of the presidents' council or designate a replacement;
- h. is a mandatory member of the School Leadership Team;
- i. meet regularly with the EB members;
- j. plan the agendas for the general membership meetings;
- k. is one of the eligible signatories on checks, and
- l. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

2. ***Recording Secretary:***

The duties of the recording secretary shall include but are not limited to the following:

- a. record minutes at all Association meetings;
- b. prepare notices, agendas, sign-in sheets and materials for distribution📎;
- c. prepare and read the minutes at Association meetings;
- d. distribute copies of the minutes for review and approval by the general membership📎;
- e. maintain the custody of the Association's records on school premises;
- f. incorporate all amendments into the bylaws;
- g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
- h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association📎;
- i. creates flyers for all events📎
- j. publishes updates to the PA website📎;
- k. maintains and updates social media accounts📎; and
- l. assists with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

Note: Any item containing 📎 may be delegated to the Corresponding Secretary, if applicable.

3. ***Treasurer:***

The duties of the treasurer shall include but are not limited to the following:

- a. responsible for all financial affairs and funds of the Association;
- b. maintain an updated record of all income and expenditures on school premises;
- c. is one of the signatories on checks;
- d. adhere to and implement all financial procedures established by the Association;
- e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
- f. prepare the Association's interim and annual financial reports;
- g. make available all books and financial records for viewing by members upon request and for audit; and
- h. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board; and
- i. prepare all necessary tax forms in accordance with State and Federal law.

4. Non-Mandatory Officers

I. The duties of the **1st Vice-President** shall include but are not limited to the following:

- a. assist the President and shall assume he/she's duties in their absence or upon request;
- b. assist in the coordination and delegation of non-fundraising events (for example annual spirit days, teacher appreciation, movie nights, kindergarten café)
- c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

II. The duties of the **Vice-President, Membership** shall include but are not limited to the following:

- a. assist in the preparation and distribution of materials to incoming parents;
- b. coordinate the "Class Reps" program (including recruiting Class Reps, organizing Class Rep meetings, and maintaining the Master Class List).
- c. coordinate with teachers (either directly or through Class Reps) to provide communication between teachers and parents.

III. The duties of the **Vice-President, Publishing** shall include but are not limited to the following:

- a. Coordinates all aspects with the school's yearbook and the PA's quarterly newsletter;
- b. Chair's the Publications Committee
- c. Communicate with the Chair of the Fifth Grade Committee and other committees to ensure publication of their accomplishments.

IV. The duties of the **Corresponding Secretary**

- a. Assist the Recording Secretary in preparing, collecting, and maintaining PA documentation;
- b. prepare notices, agendas, sign-in sheets and materials for distribution;
- c. distribute copies of the minutes for review and approval by the general membership;
- d. responsible for reviewing, maintaining and responding to all correspondence addressed to the Association;
- e. creates flyers for all events;
- f. publishes updates to the PA website; and.
- g. maintains and updates social media accounts.

- V.** The **Financial Secretary** assists the Treasurer with the collection, counting, and depositing of funds collected at fundraising events. The duties of the Financial Secretary shall include but are not limited to:
- a. Shall be one of the signatories on checks
 - b. Use virtual account software to assist with sales
 - c. Process the direct appeal donations (credit cards & checks)
 - d. Maintain hard copies of all the deposit slips
 - e. Responsible for making deposits
 - f. Assist with counting cash after fundraising events

E. Election of Officers

1. Mandatory Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1st.
2. Employees of P.S. 81 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.
3. A nominating committee must be established by the end of the April monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office. The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing.

In addition to written nominations, the committee may also provide an opportunity to accept nominations from the floor at a general membership meeting prior to the close of nominations. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties may include the following:

- a. canvassing the membership for eligible candidates;
- b. preparing and distributing all notices of any meeting pertaining to the election process;
- c. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- d. verifying the eligibility of all interested candidates prior to the election; e. scheduling the election at a time that ensures maximum participation; f. ensuring that only eligible members receive a ballot for voting;
- e. ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed by March 31st, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

4. 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. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

5. Contested Elections and the Use of Ballots

a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in all languages spoken by parents in the school.

b. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.

c. Ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

d. All voting shall comply with CR A-660. However, the PA will continue to comply with the Chancellor's waiver of the in-person voting requirements as further outlined in the June 4, 2020 Department of Education Memorandum, [Functioning in the Virtual Environment: Guidance for PA/PTAs and Presidents' Councils.](#)

6. Uncontested Elections

Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

7. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

- a. When an officer cannot be filled through succession, by the next highest-ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher-ranking office.
- c. 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.
- d. The ranking of officers for succession purposes shall be:
President, Treasurer, Recording Secretary, 1st Vice-President,
Vice-President, Membership, Corresponding Secretary, Financial Secretary,
Vice-President, Publishing

8. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest-ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. 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 5a of these bylaws.

E. School Leadership Team Parent Member Elections

1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.

- a. Once the election of PA/PTA officers has concluded, the election of parent members to the SLT may begin.
- b. The election of parent members to the SLT should follow the same or similar election procedure as PA/PTA officer elections.

F. Disciplinary Action

Grounds for Removal from Office:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbefitting the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.
- f. Any officer that no longer meets the PA membership eligibility.

2. Officer Removal

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two-thirds vote of the membership.

Removal Process:

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association. Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly, September through June. The Executive Board shall meet approximately one week prior to the General Membership meeting. In accordance with CR A-660, general membership will have the opportunity to attend an executive board meeting at least once per month. The schedule for the executive board meetings will be posted for general membership on the Association website. The EB may request that general members RSVP ahead of the meeting. During these meetings, the EB will conduct business pursuant to the President's agenda. Remaining time will be reserved for questions and comments from the general membership. Individuals who are not members of the PA may attend executive board meetings only with approval of the executive board.

C. Voting

Each member of the executive board shall be entitled to one vote.

D. Quorum

Half plus one members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E. June Transfer of Records

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

Article VI – General Membership Meetings

A. General Membership Meetings

General membership meetings of the Association shall be held monthly, September through June, on a day of the week mutually agreeable to the Executive Board at 7PM. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.

- a. All general membership meetings must be held in a location authorized by CR A-660. General membership meetings shall be broadcasted in a video/teleconference platform to encourage attendance by the general membership.
- b. Committee meetings may be held at locations convenient to the members, but may not be held in private homes. Committee meetings may be held in a virtual platform, until further guidance is received from the Department of Education.
- c. All eligible members may attend and participate in general membership meetings.
- d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

The order of business at meetings of the Association, unless changed by the executive board, shall be:

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

C. Quorum

A quorum of at least 6 Association members, including a minimum of 2 executive board members, shall be required in order to conduct official Association business.

D. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any General Membership Association meeting will be published on the Association website. Other Association meeting minutes must be available upon request.

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

F. Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII – Committees

A. Standing Committees

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:

- a. encourage parent participation through recruitment and outreach;
- b. plan various activities and events for member participation;
- c. coordinate outreach efforts with the Parent Coordinator when possible;
- d. maintain the current list of the Association's membership; and
- e. oversee the Class Rep program.

2. **Budget:** The responsibilities of the budget committee shall include but are not limited to:

- a. review prior year's budget and make recommendations to executive board;
- b. draft a proposed budget each spring for approval by general membership no later than the June general membership meeting

3. **Audit:** the responsibilities of the audit committee shall include but not are limited to:
- a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
 - b. Review as needed all financial records;
 - c. Prepare written reports of its findings.

4. **Fifth Grade:** The responsibilities of the fifth grade committee shall include, but are not limited to conducting fundraisers, events, and materials relevant to the Fifth Grade

5. **Publications:** The responsibilities of the publications committee are to:
- a. solicit articles and contributions from general membership for the yearbook and the quarterly newsletter;
 - b. sell ads for the publications;
 - c. communicate with other committees to distribute committee and Association information for publication

6. **Greater Purpose Fund:**

A generous and benevolent committee seeking to promote the welfare of others in the PS 81 Community.

7. **Diversity and Inclusion:**

- a. Provide education to the membership regarding diversity and inclusion initiatives
- b. Create outreach programs for Individual Education Programs and English Language Learners

8. **Safety:** The responsibilities of the membership committee shall include but are not limited to:

- a. Assisting the school administration in the evaluation and improvement of the safety protocols;
- b. Implementing safety measures.

9. **Performance Committee:**

Organize the P.S.81 annual show, and implement other student performance activities on an ad hoc basis.

B. Ad Hoc Committee may be formed to accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

C. Funding Committee Events

1. Use of PA funds

- a. If these funds have already been allocated in the approved budget, then the committee only needs to specify how exactly the funds will be used and to whom they should be directed
- a. If this is a new line item, then the committee must raise the request with the Executive Board and propose a motion that the funds be allocated for this specific purpose. The motion would need to be passed at a general meeting by a majority vote, and would be classified as an amendment to the budget.

2. Committee fundraising

The committee may suggest a fundraiser to raise funds for a particular committee. This should be presented to the Executive Board. A motion will be presented at a general meeting, and must be passed by a vote of a majority of the membership.

Any funds raised by a standing committee that remain beyond the fiscal year, ending in June, will carry over as that standing committee's funds for the next fiscal year starting in July.

Any member may make a motion to reallocate standing committee funds to general Association funds. The proposal must be presented to the executive board. A motion to reallocate funds must be voted on in a general membership meeting, with notice of the vote. The vote must pass by 2/3rds of the general membership.

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

The president, treasurer, and recording secretary, shall be authorized to sign checks. An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure. An Association member must have a receipt or a lost receipt form in order to get a reimbursement check.

No checks may be written payable to cash.

C. Budget

1. Budget Process

The executive board shall be responsible for the development and/or review of the budget process, which includes:

- a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- d. The executive board must present the budget process for membership approval no later than the October meeting.
- e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
- f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- g. All funds should be deposited into the bank account by an authorized executive board member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.

- h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

2. Budget Amendment

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

3. Expenditures

All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

4. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed \$1000 with a two-thirds approval of the executive board. These expenditures shall be reported to the general membership at the next Association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

5. Out of Pocket Expenditures

An Association member may be reimbursed for out-of-pocket expenditures only if she/he submits a receipt. PA members seeking reimbursement for Out-of-Pocket expenditures must have prior permission from the EB. Reimbursement must be made by check payable to the member, and never in cash.

Requests for reimbursement must be made within 30 days of the issuance of the receipt. Any requests made for reimbursement after the 30-day period may be requested with a written letter explaining the delay in seeking reimbursement. The Executive Board reserves the right to refuse reimbursement for an Out-of-Pocket expenditure after 90 days of issuance of the receipt.

Approved reimbursement checks will be distributed to the member within 14-days of submission of the member's request.

The maximum single out-of-pocket expenditure submitted for reimbursement may not exceed \$3,000. Total out-of-pocket expenditures should be tracked by a line in the budget and be compared to the total budget amount.

D. Audit

1. Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

2. Duties

a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the treasurer who shall make all books and records available to them.

b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.

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

E. Financial Accounting

1. Financial Report

The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

2. Record Keeping

The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX - Amendments and Regular Review 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 was 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 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws, as set forth above, have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on June 23, 2021.

Signed By:

___/s Stephanie Cruz_____ Date: __6/23/2021__

President

_____/s Lizz Tramantano_____ Date: __6/23/2021__
Recording Secretary

____6/23/2021_____
Date filled with Principal (Month) (Day) (Year)