

BYLAWS

OF

***The Maurice Sendak Community School PTA, formally known as PS 118 Parent
Teacher Association Inc***

APPROVED BY THE MEMBERSHIP ON 03/23/2022

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

DATE

OFFICER'S NAME

OFFICER'S SIGNATURE

TITLE

DATE

Article I – Name and Defined Terms

The name of the association is the Maurice Sendak Community School’s PTA, formally known as PS 118 Parent Teacher Association Inc (“association”).

For the avoidance of doubt, any terms not defined or described within these bylaws are defined as in Chancellor’s Regulation A-660 (“CR A-660”). In addition, any procedures not outlined in these bylaws but defined in CR A-660 will apply for the association by this reference.

Article II - Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to 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; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility:

Parents of students currently attending PS-118 The Maurice Sendak Community School (“PS-118”) are automatically members of the Maurice Sendak Community School PTA. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS-118. Parents of a child who is attending PS-118 full time while on the register of a citywide program are eligible to be members of the Maurice Sendak Community School PTA. 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.

Membership shall be open to all teachers and other categories of staff currently employed at the school. PS-118 supervisory staff (principals, assistant principals, and supervisors) and parent coordinators are not eligible to become members of the association, even if they have a child in the school.

School staff are not eligible to serve as members of the Executive Board or Nominating Committee, even if they have a child in the school. Individuals whose employment is located at the school, but who are paid by a non-DOE funding source for a program that is not part of the regular school day are exempted from this restriction.

Section 2 Dues/Donations:

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation.

Section 3 Voting Privileges:

Every member is entitled to one vote. Voting may be in person, hybrid or virtual, as noted in CR A-660, Section II.C. Proxy voting, absentee balloting, or voting by email is prohibited at a general membership meeting or officer election meeting.

The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in CR A-660.

Article IV – Officers

Section 1 Titles:

The officers of the association shall be: President, Vice-President, Recording Secretary (“Secretary”), and a Treasurer. An office may be shared by two officers and such a title will be referred to with a prefix of “Co-” (for example, Co-President). Any responsibilities prescribed to that office in these bylaws and otherwise will be shared jointly and equally by the co-officers sharing the title. Each co-officer will have one vote.

All these officers in total are the Board of Directors of the association (“Executive Board”).

The association must elect the mandatory officers: President, Secretary, and Treasurer, in order to be a functioning association. There are no qualifications for any office other than to be a parent of a child attending PS-118.

Section 2 Term of Office and Term Limits:

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position of the association shall be three consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve. An officer who has completed three consecutive one-year terms may run for a different officer position, which, if elected, he or she may serve for three consecutive one-year terms.

Section 3 Duties of Officers:

President: The President is required to preside at all meetings of the association and be an ex-officio member of all committees except the nominating committee. The President is required to appoint chairpersons of association committees with the approval of the Executive Board. The President is required to delegate responsibilities to other association members and encourage meaningful participation in all parent and school activities. The President is required to attend all regular meetings of the Presidents' Council (as described in CR A-660) and the School Leadership Team.

The President is required to meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President is required to be among the eligible signatories on checks. The President will assist with the June transfer of association records to the incoming Executive Board.

The President must serve on the Presidents' Council and as the mandatory member of the School Leadership Team ("SLT"). If the President is unable to serve on either, the President must nominate a member as a designee to serve on the Presidents' Council and/or the SLT, who must be approved by a vote of the membership.

Secretary: The Secretary is required to record minutes at all association meetings. The Secretary's responsibilities include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Secretary is required to prepare the minutes of each association meeting and distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The Secretary is required to maintain custody of the association's records on school premises. The Secretary is required to incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The Secretary is responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The Secretary is required to assist with the June transfer of all association records to the incoming Executive Board.

Treasurer: The Treasurer is responsible for all financial affairs and funds of the association. The Treasurer is also responsible for maintaining an updated record of all income and expenditures on school premises and required to be one of the signatories on checks. The Treasurer is required to adhere to and implement all financial procedures established by the association. The Treasurer must prepare and present a written report of all transactions at every Executive Board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The Treasurer will also prepare the association's interim and annual financial reports. The Treasurer is required to make available all books and financial records for viewing by members upon request and for audit. The Treasurer is required to assist with the June transfer of all association records to the incoming Executive Board.

Vice President: The Vice-President shall assist the President and shall assume the President's duties in the President's absence or at the President's request. The Vice-President shall be one of the signatories on all checks. The Vice-President is required to assist with the June transfer of association records to the incoming Executive Board.

Section 4 Election of Officers:

Officers must 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 PS-118 principal should be notified of the date and time of the annual election by April 1. If such notification has not occurred, per CR- A-660, the PS-118 principal must request the election date and time from the President. If the President fails to respond within 10 calendar days, the PS-118 principal must notify all parents at the next general membership meeting. If the association has not set an election date and time by May 1, the PS-118 principal must notify the appropriate superintendent.

Election of officers must only be conducted in an in-person meeting or using a Virtually Remote Platform ("VRP"). VRP refers to remote platforms used for meetings conducted online, including but not limited to Zoom, Webex or Google Meets. Conducting elections in a hybrid meeting is not permitted. The term hybrid refers to holding an in-person meeting that is simultaneously live streamed on a VRP.

Employees of PS-118 may not serve as members of the Executive Board. This restriction applies equally to employees who have a child currently attending PS-118.

If any co-officers run for an office, the co-officers must run together as a slate in order to serve together. 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.

- 4.1. Nominating Committee: A Nominating Committee must be established during the March general membership meeting. The Nominating Committee shall consist of three to five members. The majority of the committee members 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 PS-118 is eligible to serve on the

Nominating Committee. No person who is running for an office of the association may serve as a member of the Nominating Committee.

The Nominating Committee shall solicit candidates from the membership in writing. 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 include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May meeting;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting; and
- ensuring that the election is certified by the principal or his/her designee immediately following the election.

If a Nominating Committee cannot be formed, 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.

- 4.2. 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. 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.

- 4.3. Contested Elections and the Use of Ballots:
Ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Where possible, ballots should contain instructions in the languages spoken by parents other than English.

For in-person voting, ballots must remain in the meeting room until the election meeting has been adjourned. For VRP voting, a printed record of electronic ballots must be maintained among the records of the association and be made available upon request.

Ballots must be counted immediately following the conclusion of voting and in the presence of at least three observers from the general membership.

For in person voting, 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.

For VRP voting, records of votes in an election meeting conducted remotely must be retained for one year or until the determination of any grievance filed concerning the election, whichever is later.

4.4. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion 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.

4.5. Officer Vacancies:

If a position for a mandatory officer (President, Secretary or Treasurer) is vacant, the Executive Board must notify the membership in writing within five calendar days and specify whether the vacancy will be filled by succession or expedited election.

The vacancy can be filled by succession of the next highest-ranking officer. For example, for a vacancy in the President position, the Vice President will fill the vacancy. Alternatively, the vacancy will be filled through an expedited election.

Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be in the following order: President, Vice President, Secretary, Treasurer.

4.6. Expedited Election Process:

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 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 4.3 of these bylaws.

Section 5 Education Council Selectors:

In the case of President, Secretary and/or Treasurer, the remaining Executive Board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6 June Transfer of Records and Retaining Records:

6.1. Recordkeeping Requirements:

Certain association records must be maintained for six years: bylaws and related amendments; meeting notices, agendas, and minutes; records of officer elections other than ballots; and financial records (refer to CR A-660, Section III regarding financial records).

All other records should be retained as long as needed and any records being used in a legal action must be retained for the entire period of the legal action.

Documents created in electronic form must remain available and accessible, either in electronic or paper form, for the required period of time.

6.2. Transfer of Records:

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. Transfers must occur on school premises, in the presence of the PS-118 principal, as soon as practicable after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the Presidents' Council during this process.

Section 7 Disciplinary Action:

Any officer who fails to attend three consecutive Executive Board or general membership meetings shall be removed from office by recommendation of the Executive Board or motion from a member. A two-thirds vote of the membership present is required for approval. 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 general membership's consideration.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an Executive Board member for unsatisfactory performance.

- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an Executive Board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1 Composition:

The Executive Board shall be composed of the elected officers of the association. Officers shall be expected to attend all Executive Board meetings.

Individuals who are not members of the association may attend Executive Board meetings only with approval of the Executive Board.

Section 2 Meetings:

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the fourth Wednesday of every month at 6:30PM, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the previous Wednesday unless otherwise agreed by a majority of the Executive Board present at the previous meeting.

Section 3 Voting:

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

Section 4 Quorum:

Three members of the Executive Board shall constitute a quorum allowing for official business to be conducted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings:

- 1.1. The general membership meetings of the association shall be held monthly, September through June, on the third Wednesday unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, as determined by the Executive Board. 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 ten calendar days prior to the scheduled meeting and should be given in the languages spoken by parents of PS-118.
- 1.2. The Executive Board will survey the parent members to determine any changes to the day, time, location, and format (in-person, virtual, or hybrid) at the beginning of every school year to the details indicated in Article VI, Section 1.1 above.
- 1.3. All meetings, including committee and Executive Board meetings must be held in the association's home school if in-person or hybrid.
- 1.4. All eligible members may attend and participate in general membership meetings.
- 1.5. Non-members may attend but only speak or otherwise participate if acknowledged by the presiding officer.

Section 2 Order of Business:

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

- Call to Order.
- Approval of Minutes (to be distributed with meeting notification)
- President's Report
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum:

A quorum of eight association members, including a minimum of two Executive Board members and six parent members of the association shall be required in order to conduct official association business in a general membership meeting.

Section 4 Minutes:

Minutes of the previous meeting shall be available in written form and distributed along with meeting notification and submitted for approval at every general membership meeting.

A recording of the video and/or audio of the meeting must be maintained for any hybrid or virtual meetings.

Section 5 Special Membership Meetings:

5.1. 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.

5.2. Upon receipt of a written request from eight association members, a President must call a special membership meeting within five calendar days of the request and provide 48 hours written notice to parents.

Section 6 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 applicable laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees:

1.1. The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. The standing committees of the association are the following:

Membership and Communications: The Membership and Communications committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of this committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. This committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, association President, list of Executive Board members, all

association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members.

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

Audit: The Audit committee shall conduct an internal audit of all financial affairs of the organization. The Treasurer shall make all books and records available to the Audit committee. The Audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. Treasurer and signatories may not serve on the Audit committee and a majority of the committee must be comprised of general members who are not officers of the association.

Article VIII - Financial Affairs

Section 1 Fiscal Year:

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

Section 2 Signatories:

The President and Treasurer are to be authorized to sign checks. All checks require at least two signatures. The two signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if the member has any direct or indirect interest in the expenditure.

Section 3 Budget:

- 3.1. The Executive Board shall be responsible for 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 must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - The principal's written consent is required when a fundraising activity is held during school hours or on school property. In addition, all fundraising must meet CR A-660, Section III.C requirements for fundraising.
- 3.2. The budget may be amended by vote of the general membership at any membership meeting.
- 3.3. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership during a regularly scheduled meeting.
- 3.4. The Executive Board is authorized to make an emergency expenditure not to exceed \$1000 with a majority vote by in-person or by email of the Executive Board. Circumstances that warrant such authorization includes the need to pay for unanticipated expenses the Executive Board feels are needed to enhance the success of events and programs and cannot be deferred until the next general membership meeting. These expenditures shall be reported to the general membership at the next association general membership meeting in writing by the Treasurer in the Treasurer's report. The minutes of the general membership meeting must reflect that the emergency expense occurred.

Section 4 Handling of Cash, Checks, Money Orders, Debit Cards:

- 4.1. Handling of Cash, Checks, Money Orders:
The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least two association members. 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.
- 4.2. Depositing and Storage of Funds:
All funds should be deposited in the bank account by authorized Executive Board members within one business day of receipt, but in any event, no longer than three business days.

If the deposit will not be made within one 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 PS-118 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. The verifier must submit a printed, signed and dated record of the deposit for the records at the next meeting of the Executive Board.

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.).

4.3. Bank/Debit Cards:

The association 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.

Bank/debit card transactions must receive approval of the general membership and a disbursement form must accompany the transaction and be signed by two officers.

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 reimbursement, cash withdrawals from an ATM, receiving "cash-back" or a "cash refund" from an ensuing transaction.

Violation of this provision may result in immediate removal of an officer by the Chancellor or designee under CR A-660.

Section 5 Audit:

- 5.1. Should the association decide to conduct an internal audit, the President shall request volunteers to form an Audit committee of three to five persons. Executive board members who are not eligible signatories on association checks may serve on the Audit committee. The majority of the committee must be comprised of general members who are not officers of the association.
- 5.2. If there is a change of Treasurer, an internal audit should be conducted.
- 5.3. The Audit committee shall conduct an audit of all financial affairs of the association. The Treasurer shall assist the audit by making all books and records available to them but shall not participate in the audit function.
- 5.4. Additional duties of the Audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment, and ensuring compliance with bylaw provisions for the transaction of funds.
- 5.5. 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 and ideally before the Annual Financial Report. This report shall be included for review and discussion during the June transfer of records.

Section 6 Financial Accounting:

- a. The Treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA 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 PS-118 principal.
- b. 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, the association must obtain written approval from the principal before collecting fundraiser proceeds from students. 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

Section 1: Amending 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.

Section 2: Regular Review of Bylaws:

A review of these bylaws should be conducted at least every three years and whenever there is a revision of CR A-660, with any appropriate revisions incorporated into these bylaws. Regardless of revision, these bylaws should be approved by a membership vote after such a review.

Section 3: CR A-660 Application to Bylaws:

All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines. Should any provision of these bylaws conflict with CR A-660, the provision shall be deemed null and void, and the language of CR A-660 will be controlling.

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.

Section 4: Availability of Bylaws:

The original and signed bylaws must be kept on school premises. A digital copy of the bylaws should be available to share with membership. A copy must be given to the principal, who must ensure that the current version is available in his/her office.

The Executive Board must ensure that a copy of the bylaws is made available at every meeting and to members upon request.

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

Signed By:

President

Secretary

(Month) (Day) (Year)

Filed with the Principal on _____
(Month) (Day) (Year)