

# Bylaws of YCS PS151 PTA Inc.

**Amended at the General Membership Meeting, June 12, 2018**

Signed By:

CO- PRESIDENT

SIGNATURE / DATE

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CO- PRESIDENT

SIGNATURE / DATE

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CO- RECORDING SECRETARY

SIGNATURE / DATE

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CO- RECORDING SECRETARY

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## **Article I - Name**

The name of the association shall be: YCS PS151 PTA Inc (the "PTA").

## **Article II - Objectives**

The objectives of the PTA shall be:

1. To provide support and resources to the school for the benefit and educational growth of the children.
2. To promote and help develop a cooperative working relationship between the parents and staff of our school.
3. To develop parent leadership and build capacity for greater involvement.
4. To foster and encourage parent and community participation on all levels.

5. To provide opportunities and training for parents to participate in school governance and decision-making.

## **Article III - Membership**

### **Section 3.1: Eligibility For Membership**

Membership in the PTA shall be limited to parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to students currently attending Yorkville Community School (“YCS”), as well as all teachers and guidance counselors currently employed at YCS. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians and persons in parental relation to students currently attending YCS, as well as all teachers and guidance counselors currently employed at YCS are automatically members of the PTA; no membership form is necessary. In the beginning of each school year, a welcome letter from the PTA shall inform parents, legally appointed guardians and persons in parental relation to students currently attending YCS, teachers and guidance counselors about the PTA (including their automatic membership status and voting rights) and encourage their participation.

### **Section 3.2: Donations**

Each member may be requested to make a voluntary donation. The Executive Board will decide the amount of the suggested donation. Donations are not a requirement for membership, voting or running for office.

### **Section 3.3: Voting Rights**

Each parent member of the PTA shall be entitled to one (1) vote. Each teacher and guidance counselor currently employed at YCS is eligible for one (1) vote. Proxy voting or absentee balloting is prohibited. Only parent members may vote for the parent representatives to the SLT.

### **Section 3.4: Notices**

Any notices required to be given to the membership shall be distributed at least ten (10) calendar days in advance via backpack flyer 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.

## Article IV - Officers

### Section 4.1: Titles

The officers of the PTA shall be:

1. President or Co-Presidents
2. Vice President Fundraising or Co-Vice Presidents Fundraising
3. Vice President Major Fundraising Event or Co-Vice Presidents Major Fundraising Event
4. Vice President Parent Relations or Co-Vice Presidents Parent Relations
5. Vice President Communications or Co-Vice Presidents Communications
6. Vice President Technology or Co-Vice Presidents Technology
7. Treasurer or Co-Treasurers
8. Assistant Treasurer or Co-Assistant Treasurers
9. Recording Secretary or Co-Recording Secretaries
10. Members at Large

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

In the event that no eligible parent is interested in running for the sole officer position, the PTA may take nominations for the office to be split among two co-officers. Each co-officer must assume the duties of such officer as outlined below. Co-officers must run together as a slate in order to serve together. Upon the resignation of a co-officer, the remaining co-officer has the option of serving alone or resigning, so that the position can be filled by succession or expedited election.

### Section 4.2: Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. 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 1st. Eligibility for office is limited to parents (as defined in Section 3.1).

Term limits for each officer position for the PTA shall be three (3) consecutive one (1) year terms.

A parent may be elected serve for a fourth term in the same office provided no other parent is nominated and willing to serve.

### Section 4.3: Duties of Officers

- A. President or Co-Presidents:** The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee and the audit committee. The President or Co-Presidents shall provide

leadership for the members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The President or designated Co-President shall attend all regular meetings of the District Presidents' Council and shall be a core member of the School Leadership Team. The President or designated Co-President shall represent the school at District or City-wide meetings. In the event that the PTA elects Co-Presidents, they shall decide among themselves who will serve as the core member on the School Leadership Team and who will serve as the school's representative to the District Presidents' Council, with any disputes to be resolved by vote of the Executive Board. If the President or Co-President is unable to attend District Presidents' Council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

- B. Vice President Fundraising or Co-Vice Presidents Fundraising:** The Vice President Fundraising or Co-Vice Presidents Fundraising shall plan and manage all aspects of fundraising for the PTA. The Vice President Fundraising or Co-Vice Presidents Fundraising shall ensure posting of fundraising information and solicitation materials on the school website and in other media in coordination with the Vice President Communications or Co-Vice Presidents Communications. The Vice President Fundraising or Co-Vice Presidents Fundraising shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request. The Vice President Fundraising or Co-Vice Presidents Fundraising shall assist with the June transfer of PTA records to the incoming Executive Board.
- C. Vice President Major Fundraising Event or Co-Vice Presidents Major Fundraising Event:** The Vice President Major Fundraising Event or Co-Vice Presidents Major Fundraising Event shall have oversight of and responsibility for the fundraising event that is intended to raise significant money for the PTA. The major fundraising event shall be approved by the general membership at the June general membership meeting for the following school year. The Vice President Major Fundraising Event or Co-Vice Presidents Major Fundraising Event shall assist with the June transfer of PTA records to the incoming Executive Board.
- D. Vice President Parent Relations or Co-Vice Presidents Parent Relations:** The Vice President Parent Relations or Co-Vice Presidents Parent Relations shall facilitate communication among class parents, teachers, the school administration and the PTA. Responsibilities include meeting with the class parents in the beginning of the school

year and informing them of their duties with respect to dissemination of PTA information and participation in classroom activities; maintaining the class lists provided by the class parents; choosing one or two parents from each grade who will help recruit and organize volunteers for school fundraising events, promote and organize parent get-togethers, and otherwise act as a resource for parents in each grade; and recruiting volunteers for school fundraising and other PTA events. The Vice President Parent Relations or Co-Vice Presidents Parent Relations shall also be responsible for the School Store and the School Supplies efforts, and shall assist with the June transfer of PTA records to the incoming Executive Board.

- E. Vice President Communications or Co-Vice Presidents Communications:** The Vice President Communications or Co-Vice Presidents Communications shall create and implement a broad strategy for communication with the parent body and prospective parents utilizing a variety of physical and electronic communication tools, and shall work in conjunction with the Principal, Parent Coordinator and the Executive Board to disseminate communications in all appropriate manners and media. The Vice President Communications or Co-Vice Presidents Communications shall assist with the June transfer of PTA records to the incoming Executive Board.
- F. Vice President Technology and Co-Vice Presidents Technology:** The Vice President Technology or Co-Vice Presidents Technology shall establish and maintain the YCS website and other technology infrastructure and social media accounts in support of the PTA and as may be requested by the Vice President Communications or Co-Vice Presidents Communications from time to time. The Vice President Technology or Co-Vice Presidents Technology shall assist the school with the implementation of technology for the teachers and students where practical and necessary. The Vice President Technology or Co-Vice Presidents Technology shall assist with the June transfer of PTA records to the incoming Executive Board.
- G. Treasurer or Co-Treasurers:** The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall maintain an updated record of all income and expenditures on school premises, shall be one of the signatories on checks, and shall adhere to and implement all financial procedures established by the PTA. The Treasurer or Co-Treasurers shall prepare and provide copies of financial reports at all PTA meetings, and otherwise make available all books and financial records of the PTA for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.
- H. Assistant Treasurer or Co-Assistant Treasurers:** The Assistant Treasurer or Co-Assistant Treasurers shall assist the Treasurer or Co-Treasurers in fulfilling their duties, as

described above. An Assistant Treasurer or a Co-Assistant Treasurer will not be a signatory on checks.

- I. **Recording Secretary or Co-Recording Secretaries:** The Recording Secretary or Co-Recording Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. Responsibilities shall include preparing notices, agendas, sign-in sheets and materials to be distributed at the PTA meetings; recording the minutes of each PTA meeting and reading them at the next meeting;; and maintaining custody of the PTA's records on school premises. The Recording Secretary or Co-Recording Secretaries shall also sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the Principal's office and on the school website. The Recording Secretary or Co-Recording Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board.
- J. **Members-At-Large:** Two (2) Members-At-Large positions will be filled by incoming parents. Each Member-At-Large is a voting member of the Executive Board and shall work with the Vice President Parent Relations or Co-Vice Presidents Parent Relations to organize and manage school events sponsored by the PTA. A special expedited election will be held no later than the October general membership meeting.
- K. **School Leadership Team Membership:** The President or designated Co-President shall automatically serve as a core member of the School Leadership Team. All other parent member representatives shall be elected by the general membership.
  - School Leadership Team Nominations and Elections: School Leadership Team parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May general membership meeting notice. Nominations for School Leadership Team parent members will be taken at the May meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.
  - Election: Notice of the Election of School Leadership Team members will be included in the notice of the general membership meeting. Election of School Leadership Team members shall take place following the election of the Associations' Executive Board at the June general membership meeting. Only parent members of the PTA are eligible to be nominated and to vote for the parent representatives on the SLT.
  - Vacancy: A vacancy shall be filled by a special expedited election held at a general membership meeting.

#### **Section 4.4: Election of Officers**

The yearly election of officers of the PTA must be completed by the last day of school for a one-year term beginning July 1st. Any timelines established by the PTA to complete the nominations and election process must adhere to this timeframe.

- A. Formation of Nominating Committee:** A nominating committee shall be established during the February general membership meeting. The nominating committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President or Co-Presidents, subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson. No person employed at YCS shall be eligible to serve on the nominating committee. Members of the nominating committee are not eligible to run for office.
- B. Duties of Nominating Committee:** The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:
- Canvassing the membership throughout the months of 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.
  - Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the May general membership 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 general membership 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 general membership meeting;
- Notifying the Principal of the date and time of the election in writing by April 1st; if the Principal is not so notified by April 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 10 calendar days, the Principal must notify all Parents at the next general membership meeting;
- Completing the spring election during the June membership meeting;
- Ensuring that the election is certified by the Principal or his/her designee immediately following the election;
- 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 election pursuant to Article IV, Section 8 and Chancellor's Regulation A-660 by no later than the second Friday in June.

**C. Notices:** The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. The notice should include the date, time and location of the elections, a list of all Executive Board 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 how parents can be nominated for office. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. A notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

**D. Contested Elections and Use of Ballot:**

- Written ballots shall be used in all contested elections.

- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates running for a co- position must be listed as a team.
- 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. The Principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots.
- Ballots shall be counted immediately following the election and in the presence of the members. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be retained for one year on school premises in the PTA office. There are no exceptions.

**E. Candidates Rights in Contested Elections:** During the election meeting, candidates in a contested election must be provided with an opportunity to address the membership prior to voting, and the candidate may distribute appropriate written statements, but only at the election meeting. If a candidate is not able to be present, another person may read the candidate's statement.

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

**G. 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.

**H. Uncontested Elections:** Where there is only one candidate for any office, the membership may vote to accept that candidate by motion. The result of the motion must be included in the minutes.

#### **Section 4.5: 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 PTA complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

#### **Section 4.6: June Transfer of Records**

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

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

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

#### **Section 4.7: Vacancies**

The PTA shall notify the Principal and membership in writing of any vacancy in a mandatory office within five (5) calendar days. Any vacancy shall be filled by succession, or, if succession fails to fill the mandatory positions (President, Secretary and Treasurer), by a special expedited election. All mandatory officer vacancies must be filled by succession of the next highest ranking officer or by expedited election. For example, a vacancy in the position of President will be filled by the Vice President Fundraising or one of the Co-Vice Presidents Fundraising. The order of succession is as follows: Vice President Fundraising or Co-Vice President Fundraising; Vice President Major Fundraising Event or Co-Vice Presidents Major Fundraising Event; Vice President Parent Relations or Co-Vice Presidents Parent Relations; Vice President Communications or Co-Vice Presidents Communications; Vice President Technology or Co-Vice Presidents Technology; Assistant Treasurer or Co-Assistant Treasurers. Officers may choose to retain their position and not succeed to a vacant office. In the event that the core mandatory offices (President, Recording 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 Recording Secretary or Co-Recording Secretaries, and, at that time, shall turn over all records to the Recording Secretary or Co-Recording Secretaries. In the event of the resignation of the Recording Secretary or Co-Recording Secretary, he/she must transfer records to the President or Co-Presidents. Upon resignation of any co-officer, the remaining co-officer must decide whether

to serve alone for the remainder of the term, or resign so that the position can be filled by succession or expedited election.

#### **Section 4.8: Special Expedited Election Process**

Special Expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Recording Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions.

- A. Circumstances:** Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill vacancy of a mandatory officer position by succession.
- B. Written Notice:** Written notice must be sent informing all members of the date and time of the special expedited elections. The meeting notice 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. The notice must be dated and distributed at least 10 calendar days before the meeting.
- C. 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.
- D. 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 PTA may follow the procedures outlined above for uncontested elections.

#### **Section 4.9: Disciplinary Action**

Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration.

In other instances where an elected officer(s) of the association has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by 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).

## **Article V - Executive Board**

### **Section 5.1: Composition; Eligibility**

The Executive Board shall be comprised of the elected officers of the PTA and Members-At-Large. Persons employed at YCS shall be ineligible to serve as an elected officer of the PTA. PTA members who have a conflict of interest may not run for an officer position. Any direct or indirect interest in a business transaction, any financial interest or any business dealings with the school constitutes a conflict of interest.

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.

### **Section 5.2: Meetings**

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at YCS on the second Tuesday 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 Tuesday. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership ten (10) calendar days' notice of the rescheduled meeting. All PTA members are entitled to attend meetings of the executive board, but may not participate in discussions unless they are explicitly invited by the president or co-president chairing the meeting or have been listed on the agenda. Individuals who are not members of the PTA may only attend Executive Board Meetings with the approval of the Executive Board.

### **Section 5.3: Voting**

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

### **Section 5.4: Quorum**

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. Executive Board meetings are open to all members, however, individuals who are not 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 ten (10) calendar days' written notice of any Executive Board meeting.

### **Section 5.5: 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 PTA to maintain such information. The list must be updated regularly and be available in the Principal's office and at every PTA meeting. The list must also be posted on parent bulletin boards, distributed to parents at the beginning of the school year, posted on the school website, and made available upon request by any member.

### **Section 5.6: Treasurer's Report**

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

## **Article VI - Meetings**

### **Section 6.1: General Membership Meetings**

- A.** The general membership meetings of the PTA shall be held each month from September to June. Meetings shall be held at YCS on the fourth 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. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices.

- B. 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.
- C. The President or one of the Co-Presidents chairs the general membership meeting. If the President or both Co-Presidents are absent, the Treasurer or one of the Co-Treasurers shall chair the meeting.
- D. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- E. 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.

### **Section 6.2: Order of Business**

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
- Treasurer or Co-Treasurers' Report
- Principal's Report
- President or Co-Presidents' Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

### **Section 6.3: Quorum**

A quorum shall consist of two (2) Executive Board members and six (6) additional members of the PTA. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

### **Section 6.4: Minutes**

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request to any member.

### **Section 6.5: Special Membership Meetings**

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.

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

### **Section 6.6: Parliamentary Authority**

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order Newly Revised, provided they are not inconsistent with law, policy, regulation and these bylaws.

## **Article VII - Committees**

### **Section 7.1: 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. The standing committees of the PTA are the following:

- A. Communication:** The Communication Committee shall be chaired by the Vice President Communications or Co-Vice Presidents Communications and shall be responsible for providing timely information to membership.
- B. Budget Committee:** The Budget Committee shall be chaired by the Treasurer or Co-Treasurers. 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 vote at the June membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)
- C. Audit Committee:** The Audit Committee shall be chaired by a person from the general membership. 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 or Co-Treasurers 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. (See Article VIII, Section 4.)

- D. Fundraising Committee:** The Fundraising Committee shall be chaired by the Vice President Fundraising or Co-Vice Presidents Fundraising. The Fundraising Committee shall be responsible for developing and proposing to the Executive Board new methods of fundraising for the PTA. The Fundraising Committee shall also have primary responsibility for planning and managing all school events sponsored by the PTA, other than the Major Fundraising Event. After each event, the Fundraising Committee shall prepare a detailed written account of expenses and income to be presented to the Executive Board. The Fundraising Committee shall propose to the Executive Board a schedule of fundraisers for the following academic year, which shall be approved by the general membership by not later than the June general membership meeting each year.

## **Article VIII - Financial Affairs**

### **Section 8.1: Fiscal Year**

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

### **Section 8.2: Signatories**

The President or Co-Presidents, Treasurer or Co-Treasurers shall be authorized to sign checks. All checks require at least two signatures. The President or Co-President must be one of the signatories and the Treasurer or Co-Treasurers must be the other signatory on all checks. Signatories shall not be related by blood or marriage or members of the same family or household.

### **Section 8.3: Budget**

- A.** The budget committee shall consist of five (5) persons and be chaired by the Treasurer or Co-Treasurers. 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; and
  - the development and/or review of the budget process.
- B.** 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.

- C. The budget may be amended by vote of the general membership at any membership meeting.
- D. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- E. Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- F. A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA, and shall be for no more than \$500 without a resolution approving such expenditure.
- G. The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$500. Any such emergency expenditure 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.

#### **Section 8.4: Audit**

- A. 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.
- B. The audit committee shall conduct an audit of all financial affairs of the association 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 association's financial records be conducted.
- C. Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
- D. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon

completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

### **Section 8.5: Financial Accounting**

- A.** 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. A written fundraising report that details the fundraising activities for the applicable reporting period must also be given at every general membership meeting. Copies of the Treasurer's reports and fundraising reports must be given to the Principal and posted at the school.
- B.** 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.
- C.** The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. One of the Treasurer or Co-Treasurers, Assistant Treasurer or Co-Assistant Treasurers and at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-660, parents must obtain written approval from the Principal before collecting fund raising proceeds from students. One of the Treasurer or Co-Treasurers, Assistant Treasurer or Co-Assistant Treasurers, and at least one other PTA member 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 must make every effort to deposit all cash received from a fundraising activity within one (1) business day, but in any event, no longer than three (3) business days in a responsible banking institution selected by the PTA. All records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts, etc. shall be maintained and secured on school premises.
- D.** The PTA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two (2) general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all

members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

- E. Financial records of the PTA (e.g., all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of six (6) years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.

### **Section 8.6. Bank Accounts and Handling of Money**

- A. A checking account in the name of YCS PS151 PTA Inc. must be maintained, and all PTA funds must be deposited into the checking account. The checkbook must provide a stub of each check. Any accounts other than the mandatory checking account must be authorized by a vote of the membership, must be in the name of the PTA, and may only be used in accordance with Chancellor's Regulation A-660.
- B. The counting and handling of any cash, checks, or money orders received requires at least two (2) non-related PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by authorized PTA members. All monies must be counted in school.
- C. No parent or staff member shall collect fundraising proceeds from any student without the written approval from the Principal.
- D. All collected monies for next day bank deposit must be secured and locked on school premises. No funds shall be kept in a member's home.
- E. Every effort shall be made to deposit all funds in the PTA's checking account within one (1) business day of receipt, but in any event, no longer than three (3) business days. PTA funds will be taken to the bank for deposit by the Treasurer or Co-Treasurers, Assistant Treasurer or Co-Assistant Treasurers., and at least one other PTA member.
- F. No checks shall be written payable to cash or petty cash.
- G. The use of withdrawal slips and ATM cash are prohibited.

### **Article IX - Amendments**

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been presented in writing to the membership

at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines.

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

In the event that a 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 at the membership meeting held June 12<sup>th</sup>, 2018.