

BYLAWS
OF
East Side Middle School
Parent Teacher Association, Inc.

Amended and Ratified 4/25/22

ARTICLE I - NAME

The name of the association shall be **East Side Middle School Parent Teacher Association, Inc.** (ESMS PTA).

ARTICLE II - OBJECTIVES

The objectives of the Association shall be:

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

ARTICLE III – MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

Membership in the PTA shall be limited to parents (by birth or adoption, stepparent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending East Side Middle School (ESMS). Parents (by birth or adoption, stepparent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending ESMS are automatically members of the Association; no membership form is necessary. Membership shall be open to all teachers and guidance counselors currently employed at the school. In the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.

Section 2. DONATIONS

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

Section 3. VOTING RIGHTS

Each member of the PTA shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Section 4. NOTICES

PTA notices and announcements shall be distributed to the membership via email 10 days prior to the meeting and will be simultaneously posted on the school's website (www.esms.org). Paper copies of important notices will also be sent home via students' backpacks, including but not limited to: the dates of all Executive Board and General Membership meetings; the formation of the Nominating Committee and all pursuant notices related to their business; all election notices; and any meetings related to proposed amendments in the PTA bylaws. Members who do not have an email account will receive written copies of all PTA notices via backpack flyer. 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. For the purposes of these bylaws, "calendar days" shall be inclusive of all weekdays, including days that the school is closed as well as holidays and weekends.

ARTICLE IV -- OFFICERS

Section 1. TITLES

The officers of the PTA shall be: President or Co-Presidents (up to three), Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance (up to two), Vice President of Technology or Co-Vice Presidents of Technology (up to two), Vice President of Communications or Co-Vice Presidents of Communications (up to ~~two~~ three), Vice President of Internal Affairs or Co-Vice President of Internal Affairs (up to two), Vice President of Fundraising or Co-Vice President of Fundraising (up to two), Recording Secretary or Co-Recording Secretary (up to two), Treasurer or Co-Treasurers (up to two), and Assistant Treasurer or Co-Assistant Treasurer (up to two). In addition, there shall be a minimum of two and a maximum of three Grade Representatives per grade (6th, 7th, and 8th).

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

In the event that no eligible parent is interested in running for a sole officer position, the PTA may take nominations for the office to be split amongst co-officers. Each co-officer must assume the duties of such officer as outlined below.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1st through June 30th. Officers shall be elected at the June meeting to be held no later than the last day of school. Term limits of each office shall be two consecutive one-year terms. An officer may be elected to serve a third term in the same officer position provided that no other member is nominated and willing to serve. Eligibility for office is limited to parents (as defined in Article III) of children attending East Side Middle School.

Section 3. DUTIES OF OFFICERS

All officers of the Executive Board shall voluntarily participate as a member of at least one committee to effectively conduct the business of the PTA.

- 3.1 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. The President or Co-Presidents shall provide leadership for the members. The President or Co-Presidents work closely with the Principals and Parent Coordinator to ensure communication between the administration and PTA members and to coordinate all events, activities and programs sponsored by the PTA. In consultation with the administration, the President or Co-Presidents establish the yearly calendar for all PTA meetings. 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 a Co-President shall attend all regular meetings of the District Presidents' Council and shall be a core member of the School Leadership Team. In the event that the PTA elects Co-Presidents, the remaining Executive Board members in consultation with the PTA will determine which Co-President will serve as the core member on the School Leadership Team and which Co-President or Vice President will serve as the school's representative to the District Presidents' Council. If the President or Co-President is unable to attend District Presidents' Council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the

minutes of the meeting. The President or Co-Presidents shall consult with the Executive Board members in accordance with these bylaws to plan the agendas for the General Membership meetings. The President or a Co-President or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

- 3.2 Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance: The Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance shall be responsible for ensuring that the Executive Board, in coordination with the administration, actively provides a welcoming, inclusive and supportive environment for the ESMS community through outreach and event planning and represent the PTA in all community-wide initiatives, informing the membership of these efforts. In addition, the Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance shall assist the President or Co-Presidents with all issues related to PTA governance and compliance, including guiding the membership through proper parliamentary and voting procedures as required in our bylaws and the Chancellor's A-660 Regulations. The Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance will advise and assist in updating the bylaws when necessary.
- 3.3 Vice President of Technology or Co-Vice Presidents of Technology: The Vice President of Technology or Co-Vice Presidents of Technology shall be responsible for maintaining the ESMS website, as requested by the school administration. The Vice President of Technology or Co-Vice Presidents of Technology will, through regular contact with the administration, the Executive Board, and PTA committees, ensure that the website's content remains current and is informative. The Vice President of Technology or Co-Vice Presidents of Technology will do so by updating the calendar content, home page events and news, and tabbed subpages on a regular basis. The Vice President of Technology or Co-Vice Presidents of Technology will liaise with vendors of electronic services, the website's platform, to ensure ESMS meets accessibility requirements. The Vice President of Technology or Co-Vice Presidents of Technology shall assist with the June transfer of information relative to their position to the incoming Executive Board, and will adequately train their replacement in maintaining the ESMS website esms.org.
- 3.4 Vice President of Communications or Co-Vice Presidents of Communications: The Vice President of Communications or Co – Vice Presidents of Communications shall be responsible for creating

the weekly communications to families, to promote upcoming school events and provide important announcements and reminders, as well as e-mails on behalf of the Parent Coordinator and the Executive Board regarding specific events. The Vice President of Communications or Co-Vice Presidents of Communications will also be responsible for overseeing the social media platforms, including the social media accounts. The Vice President of Communications or Co-Vice Presidents of Communications shall prepare and distribute all PTA mass emails, as well as prepare backpack flyers related to PTA business. The Vice President of Communications or Co-Vice Presidents of Communications shall assist with the June transfer of information relative to their position to the incoming Executive Board, and will adequately train their replacement in creating regular communications such as newsletter, overseeing the social media accounts, and updating and maintaining the mailing list.

- 3.5 Vice President of Internal Affairs or Co-Vice Presidents of Internal Affairs: The Vice President of Internal Affairs or Co-Vice Presidents of Internal Affairs will coordinate the advance set-up of all PTA meetings and will work with the Parent Coordinator and the school staff to arrange needed equipment and supplies. The Vice President of Internal Affairs or Co-Vice President of Internal Affairs will provide whatever supplies are necessary for meetings (i.e. parent/teacher conferences) and events (i.e. Curriculum Night) when required. The Vice President of Internal Affairs or Co-Vice Presidents of Internal Affairs shall be responsible for the oversight, ordering and sales publicity related to school-branded merchandise; this includes, but is not limited to, updating the online school store, ordering and maintaining in-school inventory of merchandise that the PTA may approve, scheduling merchandise sales, overseeing the PTA committee that sells or distributes school merchandise in person and online, and liaising with the afterschool program regarding and ESMS equipment and supplies.
- 3.6 Vice President of Fundraising or Co-Vice Presidents of Fundraising: The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall develop, oversee, and coordinate all fundraising activities efforts and event and identify potential partnerships and other revenue streams to support our PTA budget including sponsorships, donations, service provisions, or partnerships. The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall chair at least one fundraising event each school year. The Vice President of Fundraising or the Co-Vice Presidents of Fundraising will work with the Vice President of Communications or Co-Vice Presidents of Communications to design and disseminate information about the fundraising events to the General Membership. The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall regularly

provide updates of its fundraising activities to the Executive Board and the General Membership at the meetings. The Vice President of Fundraising or Co-Vice Presidents of Fundraising is a designated member(s) of the Budget Committee and will work with the President or Co-Presidents and Treasurer or Co-Treasurers to set and achieve financial goals.

- 3.7 Recording Secretary or Co-Recording Secretaries: The Recording Secretary or Co-Recording Secretaries are responsible for recording the official minutes of the monthly Executive Board and General PTA meetings. Within one week of the monthly meetings, the Recording Secretary shall email a draft of the minutes to the Executive Board for corrections/additions and then prepare a final draft version based on these revisions. The Recording Secretary or Co-Recording Secretaries shall read the minutes from the previous month at each Executive Board and General Membership meeting and will make copies available upon request. The Recording Secretary or Co-Recording Secretaries are also responsible for taking attendance for both the Executive Board and General Membership meetings, and will keep the official records of the PTA on file in the locked PTA cabinet on school property. The Recording Secretary or Co-Recording Secretaries shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws (with the latest amendments) are on file in the Principal's office. The Recording Secretary or Co-Recording Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board.

- 3.8 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA and shall implement the financial procedures established in the PTA bylaws. The Treasurer or Co-Treasurers shall be responsible for maintaining an updated record of all PTA income and expenditures on school premises. During all monthly PTA meetings, the Treasurer or Co-Treasurer shall provide an oral summary of the monthly financial report and shall present copies to the membership. 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 will make all accounting records available upon a member's request, as well as for scheduled audits. The Treasurer or Co-Treasurers preside over all Budget Committee meetings to review the status of the PTA's goals and expenditures. Each spring, the Treasurer or Co-Treasurers will lead the Budget Committee in establishing a budget for the following school year, to be ratified by the membership at the June General Membership meeting. The Treasurer or Co-Treasurers shall assist with the June transfer of all PTA records to the incoming Executive Board.

- 3.9 Assistant Treasurer or Co-Assistant Treasurers: The Assistant Treasurer or Co-Assistant Treasurers supports the Treasurer or Co-Treasurers in administrative functions, including but not limited to: collecting invoices and bills from the PTA mailbox and overseeing approvals for payment; assisting the Treasurer or Co-Treasurers with the preparation of checks for payment; procuring the appropriate signatures on PTA checks; making bank deposits; tabulating and securing cash income from PTA events; reviewing receipts on all expense reports; and filing all documents, receipts, bank statements and other records associated with the PTA treasury. The Assistant Treasurer or Co-Assistant Treasurers shall train their successor and assist with the transfer of all records to the incoming Assistant Treasurer or Co-Assistant Treasurers.
- 3.10 Grade Representatives: There will be a minimum of two and a maximum of three Grade Representatives for each grade (6th, 7th, and 8th), who serve as liaisons between parents, administration and staff, and the PTA Executive Board. One grade Representative must attend all PTA Executive Board and General Membership meetings. Grade Representatives may organize outside school activities for their grade, with approval from the PTA Presidents or Co-Presidents. 6th Grade Representatives will be elected no later than the October General Membership meeting. A special expedited election will be held to fill 6th grade representative positions. Nominations will be taken from the floor and the election will directly follow the nomination process.
- 3.11 School Leadership Team Membership: The President or one of the Co-Presidents of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event that the PTA elects Co-Presidents, refer to Article IV, Section 3.1 of the PTA's bylaws.) All other Parent member representatives shall be elected by the General Membership in the fall.
- School Leadership Team Nominations and Elections: School Leadership Team Parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Team's Bylaws. Notice of School Leadership Team vacancies and election information will appear on the June and September General Membership meeting notice. Nominations for School Leadership Team Parent members will be taken in advance of the September General Membership meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at the start of 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' 6th Grade Representatives at the September General Membership meeting.
- Vacancy: A vacancy shall be filled by a special expedited election held at a General Membership meeting.

Section 4. ELECTION OF OFFICERS

The yearly election of officers of the PTA, with the exception of the 6th Grade Representatives, must be held by the last day of school in June. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe.

- 4.1 Nominating Committee: A Nominating Committee shall be established during the March General Membership meeting. The committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the General Membership. The remaining members of the Nominating Committee shall be selected by the President, subject to the approval of the membership. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed at ESMS shall be eligible to serve on the Nominating Committee.

Members of the Nominating Committee are not eligible to run for office.

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

- Canvassing the membership throughout the months of March – May for all eligible candidates in ways that maximize member participation;
- Any written notices soliciting recommendations must be distributed to the entire membership;
- Preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process, in English and other languages spoken by parents in the school;

- Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election, following the May meeting;
- Determining and verifying the eligibility of all interested candidates prior to the election; eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. The Principal must certify to the membership that the candidates being considered are eligible to run for office;
- Reporting the names of previously nominated candidates during the May meeting;
- Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May meeting; and sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the June election 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 May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 calendar days, the Principal must notify all parents and convene a meeting in May to form a Nominating Committee and to schedule elections;
- Scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting. The Principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots;
- Completing the spring election during the June meeting to be held no later than the last day of school;

- Ensuring that the election is certified by the principal or his/her designee immediately following the election (refer to Article IV, Section 5);
- Maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed, whichever is longer.

If a Nominating Committee is not/cannot be formed by the end of March, 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.

4.2 Notices: The meeting notice and agenda for the June General Membership meeting, at which elections are held, shall be distributed not less than ten (10) calendar days prior to the date. Notices of the election must include the date, time and location of the election. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

4.3 Contested Elections and Use of Ballot:

- Written ballot shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office for which they were nominated. Names of candidates for the positions of Co-Presidents 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.
- 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 six months by the chairperson of the Nominating Committee or if there is no Nominating Committee, by an officer. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary. Ballots must not be removed from the school until after the official

tally has been completed and reported to the assembly. There are to be no exceptions.

- 4.4 Candidate Rights in Contested Elections: During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.
- 4.5 Campaigning: 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.
- 4.6 Candidate Presence for Vote: A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the Nominating Committee that she/he cannot attend the election.
- 4.7 Uncontested Elections: If there is only one candidate for an office, a member must make a motion for the Recording Secretary to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

Section 5. CERTIFICATION OF THE ELECTION

The results of the election shall be announced by the chairperson of the Nominating Committee or by a member of the Nominating Committee selected to conduct the nominations and election process. The Principal or her/his designee must certify that the nomination and election process was conducted in accordance with 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 OFEA to forward their personal phone number and/or email address to the appropriate President's Council.

Section 6. JUNE TRANSFER OF RECORDS

All PTA Records must be maintained for 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. Transfers must occur on school premises.

Prior to the conclusion of a PTA Recording Secretary's or Co-Recording Secretary's 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.

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

Section 7. VACANCIES

The PTA shall notify the Principal in writing of any vacancy in an office within 5 calendar days. Any vacancy shall be filled by succession of the next highest ranking officer, or, if succession fails to fill the mandatory officer positions (President, Treasurer and Secretary), by a special expedited election. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining Executive Board members must conduct a special expedited election to fill all officer vacancies by October 15th. The ranking of officers shall be as follows: President or Co-Presidents, Vice President of Community Relations and Compliance or Co-Vice Presidents of Community Relations and Compliance, Vice President of Technology or Co-Vice Presidents of Technology, Vice President of Communications or Co-Vice Presidents of Communications, Vice President of Internal Affairs or Co-Vice Presidents of Internal Affairs, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Recording Secretary or Co-Recording Secretaries, Treasurer or Co-Treasurers, and Assistant Treasurer or Co-Assistant Treasurers. 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 Secretary. In the event of the resignation of the Recording Secretary or Co-Recording Secretaries, he/she must transfer records to the President or Co-Presidents. Upon resignation of any co-officer, the membership must vote to determine if the remaining co-officer may fill the unexpired term on his/her own, or whether a special expedited election must be held.

Section 8. SPECIAL EXPEDITED ELECTIONS

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

- 8.1 Circumstances: Special expedited elections are required when the PTA has failed to conduct a valid annual election or is unable to fill an office vacancy by succession.
- 8.2 Written Notice: Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.
- 8.3 Conducting Special Expedited Elections: A Nominating Committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.
- 8.4 Voting: When there is more than one 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 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 to explain his/her reason for not attending these meetings, for the Board's consideration.

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

- A motion is presented by a PTA member during any meeting of the PTA assembly to appoint a Review Committee. The motion must be approved by majority vote of the General Membership present.
- The majority of the Review Committee must be comprised from the General Membership. Executive Board members against whom charges are being contemplated may not serve on the Review Committee.

- The Review Committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a General Membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the Review Committee. The PTA's notice and agenda must 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.

ARTICLE V - EXECUTIVE BOARD

Section 1. COMPOSITION; ELIGIBILITY

The Executive Board shall be comprised of the elected officers of the PTA, grade representatives, and chairpersons of standing committees.

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

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

Section 2. MEETINGS

Executive Board Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held one hour prior to the General Membership meeting, which will be scheduled or rescheduled in accordance with Article VI, Section 1, in which case the meeting shall be held one hour before the rescheduled General Membership meeting. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership 10 calendar days notice of the rescheduled meeting. Individuals who are not members of the PA/PTA may only attend Executive Board Meetings with the approval of the Executive Board.

Section 3. VOTING

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

Section 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. Individuals who are not parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

Section 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. 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 and/or the school's website, distributed to parents at the beginning of the school year and made available upon request by any member.

Section 6. TREASURER'S REPORT

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

ARTICLE VI — MEMBERSHIP MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

- 1.1 The General Membership meetings of the PTA shall be held monthly from September to June. Meetings will be held on the third Thursday of the month at 9:00 a.m., unless such date falls on a legal or religious holiday in which case the meeting will be typically held on the following or previous Thursday. 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 calendar days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices.

- 1.2 All meetings must be held in the school, except in extenuating circumstances. Under no circumstances are General Membership meetings to be held in private residences.
- 1.3 All eligible members may attend and participate during General Membership meetings and may speak to agenda items, subject to any restriction in these bylaws.
- 1.4 General membership meetings are non-exclusive and open to the general public. Non-members may observe meetings but may only speak and otherwise participate with the approval of the Executive Board.

Section 2. ORDER OF BUSINESS

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

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

Section 3. QUORUM

A quorum shall consist of two Executive Board members and six additional members of the General Membership of the PTA. The quorum requirement for General Membership meetings is a minimum of eight PTA members, including at least two Executive Board and six parent members. 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 4. MINUTES

Minutes of the previous General Membership or Special General 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 5. SPECIAL MEMBERSHIP MEETINGS

- 5.1 A Special Membership meeting shall be called to deal with a matter 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.
- 5.2 In addition, upon receipt of a written request from ten (10) members stating clearly the need for a Special Meeting, the President or Co-Presidents must call a Special Membership Meeting within five calendar days of the request and with forty-eight (48) hours written notice to members stating the topic of the Special Meeting.

Section 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 1. STANDING COMMITTEES

- 1.1 The President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established with Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the PTA are the following:

Budget: The Budget Committee shall be chaired by the Treasurer or Co-Treasurers and shall be responsible for drafting 1) a proposed budget each spring for approval by the membership and 2) a written review of the prior year's budget; both of which must be presented for vote at the June membership meeting. The Budget Committee must also present the budget process to the membership. (See Article VIII, Section 3.)

Audit: The Audit Committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted, based upon their initial findings. The Treasurer or Co-Treasurer shall make all books and records available to them. The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a General Membership meeting or upon completion of their review and investigation.

ARTICLE VIII - FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. SIGNATORIES

The President or Co-Presidents and Treasurer or Co-Treasurer shall be authorized to sign checks. All checks require the signature of at least two officers, one of whom must be either the Treasurer or a Co-Treasurer. Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3. BUDGET

3.1 The Budget Committee shall consist of no more than five (5) persons and shall be chaired by the Treasurer or Co-Treasurer. The committee shall be responsible for:

- A written review of the current school year's budget for discussion at the June membership meeting.
- Preparing a proposed budget for the upcoming school year and seeking adoption by the membership at the June membership meeting. The Budget Committee reviews the current year's budget, annual financial status, accounting, expenditures and outstanding bills and then prepares a proposed budget for the next school year. A copy of the new budget shall be submitted to the Principal upon approval by the membership.
- The development and/or review of the PTA budget process, which includes:
 - a). The incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - b). The counting and handling of any cash, checks, or money orders received requires at least two non-related PTA members to participate. Received monies shall be counted within the same day, recorded and then signed by the authorized PTA members. All monies must be counted in school.
 - c). No parent and/or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
 - d). All funds shall be deposited in the bank account by authorized board members within 1 business day of receipt. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds will be taken to the bank for deposit by at least two authorized members.
 - 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 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.

f). No checks may be written payable to cash or petty cash.

- 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 resolution of the membership.
- 3.4 Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.5 All expenditures of funds by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.6 A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA, and shall be for no more than \$500 without a resolution approving such expenditure.
- 3.7 The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$1000. 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.
- 3.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g., funds raised for 8th grade graduation dues may only be used to fund payment of activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 4. AUDIT

- 4.1 The President or Co-Presidents shall request volunteers to form an Audit Committee of three to five (3-5) persons. Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the General Membership.
- 4.2 The Audit Committee shall conduct an audit of all financial affairs of the PTA with the help of the Treasurer or Co-Treasurers who shall make all books and records available to them. The Audit Committee may also recommend that an external audit of the PTA's financial records be conducted.
- 4.3 Additional duties of the Audit Committee may include the examination of all relevant financial statements and records of disbursements, verification of all PTA equipment, and ensuring compliance with bylaw provisions for the expenditure of funds.
- 4.4 The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a General Membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5. FINANCIAL ACCOUNTING

- 5.1 A written Treasurer's report must be given at every General Membership meeting. This report must include a statement of all transactions including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the Principal and posted on the parent bulletin board.
- 5.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting, including all income and expenditures to be presented and reviewed by the General Membership. Copies of these reports shall be provided to the Principal.
- 5.3 The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Recording Secretary, 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-610, parents must obtain written approval from the Principal before collecting fundraising proceeds from students. The Treasurer or Co-Treasurer and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer or Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the PTA in a responsible banking institution selected by the PTA. All records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured on school premises.

- All collected monies for next day bank deposit must be secured on school premises.
- The use of withdrawal slips, ATM cash and credit cards are prohibited.
- The PTA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two General Members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language which does not conform with Chancellor's Regulation A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the

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.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article X, at the membership meeting held on APRIL 29, 2022.

Signed By:

Josh Paradise 6/8/22
President

Elin W. Bowler 4/25/22
Secretary