



Bylaws of Parent-Teacher Association of Abraham Lincoln High School

Approved by the Membership on March 17, 2022

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Article I – Name

The name of the Association shall be **Parent-Teacher Association of Abraham Lincoln High School**; hereafter referred to as **the Association**.

Article II – Objectives

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

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

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of Abraham Lincoln High School is automatically a member of the Parent-Teacher Association.
2. Parents of a child who is attending Abraham Lincoln High School full time while on the register of a citywide program are eligible to be members of the Parent-Teacher Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term parent is defined as any person in a parental or custodial relationship to the student; which includes the following.
 - a. Birth parent
 - b. Adoptive parent
 - c. Foster parent
 - d. Step-parent
 - e. Legally appointed guardian
 - f. Person(s) in parental relation¹
4. Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the school. See A-660 for staff who do not have voting privileges (1.C.2.b): Supervisory staff (principals, assistant principals, and supervisors) and parent coordinators are not eligible to become members of the PTA in the school where they are employed, even if they have a child in the school.

¹ The term “person in parental relationship” refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor’s Regulations A-660.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. Members can make a voluntary donation of **\$5.00** a month, or a one-time “opt-out” payment of **\$50.00** for the school year.
3. Donations in any amount are welcome at any time during the school year.

C. Voting Privileges

1. Every parent of a student currently enrolled at Abraham Lincoln High School shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor’s Regulation A-660 (CR A-660).²
2. Every parent/guardian must have a code provided to them that is issued by the school in order to participate in a virtual election.
3. Voting by proxy, absentee ballot, email, or conference call is prohibited.
4. The election of officers must be conducted at an in-person meeting or using a virtual remote platform (VRP). Elections at a hybrid meeting are prohibited.
5. Each teacher, paraprofessional, school aide, school secretaries, and food service workers staff currently employed at the school shall be entitled to a single vote, a code is also provided to these individuals by the school to participate in a virtual election. (see above III.A.4 section, and A-660, for the limitations on school staff membership)

Article IV – Officers

A. Titles

1. The Mandatory officers of the Association shall be: President, Recording Secretary and Treasurer. The Association must elect the mandatory officers (president, recording secretary and treasurer) in order to be a functioning Association. It is strongly recommended that the PTA elect a board comprised of six officers. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of a child attending Abraham Lincoln High School. The eligibility of a member to serve on the board may be limited by the Conflicts of Interest restrictions outlined in Chancellor’s Regulation A-660- DOE employees are not eligible to serve as President/Co-President, but may be able to serve in other Executive Board positions- refer to the A-660 for the Conflicts of Interest details and Ethics Waiver requirements.
2. Non-Mandatory Officers of the Association may consist of, but are not limited to, the following positions: Co-President, Vice President, Co-Vice President, Co-Treasurer, Corresponding Secretary, Parliamentarian and Sergeant at Arms.

B. Terms and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.

² Restrictions based on Conflicts of interest as determined by Chancellor’s Regulations A-660 (Section I.C.3.c)

2. Term limits³ for each officer position of the Association shall be three consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

1. **President [or Co-President]:** The duties of the President shall include but are not limited to the following:
 - a. Preside at all meetings of the Association;
 - b. Serve as an ex-officio member of all committees except the nominating committee;
 - c. Appoint Association committee chairpersons with the approval of the executive board;
 - d. Hold a quarterly meeting with the school principal either in-person or virtually;
 - e. may be responsible for PTA email account
 - f. Encourage meaningful participation in all parent and school activities;
 - g. Provide opportunities for members' leadership development;
 - h. Delegate responsibilities to members of the Association as needed;
 - i. Attend all regular meetings of the Presidents' Council;
 - j. Serve as a mandatory member of the School Leadership Team⁴;
 - k. Meet regularly with the executive board members;
 - l. Plan the agendas for the general membership meetings;
 - m. Serve as one of the eligible signatories on checks, and debit card disbursement forms, and be ready to supply all required documentation to the bank;
 - n. is responsible for the debit card if one exists
 - o. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
2. **Vice President:** The duties of the Vice President shall include but are not limited to the following:
 - a. Assist the President/Co-Presidents and shall assume the President's/Co-Presidents' duties in his/her/their absence or at the Co-presidents' request;
 - b. Can serve as one of the signatories on all checks and debit card disbursement forms; and, if required, supply all required documentation to the bank;
 - c. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
3. **Recording Secretary:** The duties of the Recording Secretary shall include but are not limited to the following:
 - a. Record minutes at all Association meetings;
 - b. Prepare notices, agendas, sign-in sheets and materials for distribution (electronic or hard copies);
 - c. Prepare and read the minutes at Association meetings;

³ The term of office pertains to the length of time a single person may be elected to a position on the executive board of the Association. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.

⁴ Co-presidents must determine who will serve on the SLT and who will attend President Council meetings.

- d. Distribute copies (electronic or hard copies) of the minutes for review and approval by the general membership;
 - e. Maintain the custody of the Association's records on school premises (electronic or hard copies);
 - f. Serve as one of the signatories on the PTA bank account; and be ready to supply all required documentation to the bank;
 - g. Incorporate all amendments into the bylaws and;
 - h. Ensure that signed copies (electronic or hard copies) of the bylaws with the latest amendments are on file in the principal's office;
 - i. May be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association⁵ and
 - j. is responsible for maintaining the PTA email account;
 - k. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
4. ***Treasurer [or Co-Treasurer]***: The duties of the Treasurer shall include but are not limited to the following:
- a. Responsible for all financial affairs and funds of the Association;
 - b. Maintain an updated record of all income and expenditures on school premises;
 - c. Serve as one of the signatories on checks; debit card disbursement forms; and be ready to supply all required documentation to the bank;
 - d. may be responsible for setting up online access to the bank account;
 - e. Adhere to and implement all financial procedures established by the Association;
 - f. Prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - g. Prepare the Association's interim and annual financial reports;
 - h. Make available all books and financial records for viewing by members upon request and for audit;
 - i. may have access to the PTA email account;
 - j. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
5. ***Corresponding Secretary***: The duties of the Corresponding Secretary shall include but are not limited to the following:
- a. duty to send out proper notices of all called meetings, and of other meetings when necessary,
 - b. to conduct the correspondence of the PTA except as otherwise provided; Follow up communication to donors, corresponding to emails and other communications
 - c. should have access to the PTA email account
 - d. is responsible for maintaining the PTA email account
 - e. Incorporate all amendments into the bylaws
 - f. keep an up to date database of parent contact information

⁵ Associations may choose to elect a Corresponding Secretary, and the bylaws are to reflect the responsibilities of the Corresponding Secretary.

- g. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.

6. **Non-Mandatory Officers⁶:** *If additional officers are added, their duties should be defined here.*

D. Election of Officers

1. Officers shall be elected by the third Thursday or the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date, time, and meeting format (in-person and VRP) of the annual election by April 1. (Elections in a hybrid meeting is prohibited)
2. Employees of **Abraham Lincoln High School** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.

3. Nominating Committee

A nominating committee must be established by the March monthly general membership meeting. The nominating committee shall consist of a minimum of three volunteers, none of whom are members of the executive board or plan to run for office.

The nominating committee shall solicit nominations for candidates from the general membership. Individuals may also submit their own names in writing for consideration to be candidates for office. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents in the school whenever possible⁷. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties may include the following:

- a. Canvassing the membership for eligible candidates;
- b. Preparing and distributing all notices of any meeting pertaining to the election process;
- c. Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election, (or consult A-660 guidelines if conducting a virtual election);
- d. Verifying the eligibility of all interested candidates prior to the election;
- e. Scheduling the election at a time that ensures maximum participation;
- f. Distribute candidate statements to parents in PTA newsletters, through PTA email account; with the appropriate approval;
- g. Ensure at the elections meeting, candidates are provided with an opportunity to address the membership prior to voting. If a candidate is not present, another member may read the candidate's statement;

⁶ Non-mandatory officers may include but are not limited to; Vice-President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert's Rules of Order Newly Revised.

⁷ Translated templates, for all election materials, can be found in all 9 languages on the DOE [PA/PTA ResourcesPage](#).

- h. Ensuring that only eligible members receive a ballot for voting, or are certified to vote if election is virtual;
- i. Ensuring that the election is certified by the Principal or designee immediately following the election.

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

4. Notices

The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible.⁸

The distribution date and meeting format (in-person or VRP) shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

5. Contested Elections and the Use of Ballots⁹

- a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. If candidates want to run as a team for co-offices, they should be listed together and voted for as a team for co-offices. Where possible, ballots should contain instructions in all languages spoken by parents in the school.
- b. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of all members and observers in the room.
- c. **If not a virtual election**, ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

6. Uncontested Elections

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

7. Officer Vacancies

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

- a. When an office cannot be filled through succession, by the next highest-ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher ranking office.
- c. The ranking of officers for succession purposes shall be

⁸ Translated templates can be found in all 9 languages on the DOE [PA/PTA ResourcesPage](#).

⁹ Contested elections consist of two or more candidates for any office; voting must be by ballot.

- i. Co-President (if elected)
- ii. Vice-President
- iii. Co-Vice President (if elected)
- iv. Recording Secretary
- v. Co-Recording/Corresponding Secretary (if elected)
- vi. Treasurer
- vii. Co-Treasurer (if elected)

8. *Expedited Election Process:*

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election indicating the date, time, and meeting format (in-person or VRP). All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section IV.D.5.i of these bylaws. Elections in a hybrid meeting are prohibited.

If quorum (see Section I.J.5.) is not met at the election meeting, a second election meeting must be scheduled, and a written Notice of Election Meeting must be sent to all parents at least 5 calendar days prior to the election.

E. School Leadership Team Parent Member Elections

The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections. Note: the President is a mandatory member.

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

F. Disciplinary Action

1. Grounds for Removal from Office:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbefitting the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. Officer Removal:

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.¹⁰

a. Removal Process

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

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here **President, Recording Secretary, and Treasurer, plus Vice President, Co-President, Co-Vice President, Co-Recording Secretary, and Co-Treasurer if elected. The executive board may also include chairpersons of standing committees.** Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly, September through June, on the **first Wednesday** of every month at 5:00 pm, 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 must determine its capacity to host meetings using a particular meeting format (in-person, virtual and Hybrid) Meetings will be conducted virtually. This may change year to year depending on what the executive board members decide.

C. Voting

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

D. Quorum

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

¹⁰ Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.

E. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user IDs, passwords, debit card, and PTA email account and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the Principal, the next practicable day after the election, if school access is available under non-emergency conditions. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the Presidents' Council during this process.

Article VI – General Membership Meetings

A. General Membership Meetings

1. At the beginning of every school year, the executive board in collaboration with the parent coordinator will survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.
2. General membership meetings of the Association shall be held monthly, September through June, on the **third Thursday** day of the month; at a time that is determined to be the most convenient to membership, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Thursday**, as determined by the executive board. Written and/or emailed notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.
 - a. In emergency events, refer to updated Chancellor's guidance on communications with membership. The PA/PTAs should work with the parent coordinator and/or principal to take advantage of systems the school uses to send electronic communications to all parents for the meeting notice.
 - b. All general membership meetings must be held in the Association's home school, unless the membership has voted to hold virtual or hybrid meetings.
 - c. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
3. In the wake of emergency events and the restriction of public gatherings, the Chancellor has waived some requirements of A-660, including that PA/PTA members meet in person. General PTA Meetings may now be held using a virtual video-conferencing system.
 - a. Whichever virtual meeting platform a PA/PTA chooses to use, it must be one that allows the meeting to resemble an in-person meeting as closely as possible.
 - b. Two members should run the meeting: the meeting chair (usually the president), and the meeting "host" (ideally, an executive board member) who can attend to the technical aspects of the meeting. Having a host allows the chair to focus on keeping the agenda moving, presenting, recognizing members who want to speak, etc.

- c. It is recommended that the host be comfortable with the platform and know how to effectively control the meeting (e.g., enable a waiting room until the start of the meeting; ensure that participants are muted upon entry and unmuted only when recognized by the chair; disable screen sharing except for the chair and any presenters (to show the agenda)).
- d. State law requires PA/PTA general membership meetings to be open to the public. (see A-660.I.I.6.a) The video conferencing system's Waiting Room should be enabled to allow for an orderly start to the meeting, but not to screen participants. All eligible members may attend and participate in general membership meetings. Per A-660, individuals who are not members of the PA/PTA may attend general membership meetings as observers, but may participate in discussions only at the discretion of the president or meeting chair. Non-members may only speak or otherwise participate if acknowledged by the presiding officer. The meeting host will unmute as needed.

B. Order of Business

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

1. Call to Order
 - a. If virtual, the chair should open the meeting with introductions and share the agenda on screen.
 - b. The chair or the host should explain the ground rules for the virtual platform, especially muting one's microphone unless speaking, being mindful of what will show on the video, and minimizing side conversations on chat, especially with a large audience. Participants should join the meeting using their full name (not "Johnny's iPad" or "Galaxy 9") so they can be easily identified as PA/PTA members if they wish to speak or vote. If the platform allows it, they should be asked to rename themselves if necessary. The chair should advise the membership that the meeting is being recorded.
2. Reading and Approval of Minutes. In a virtual meeting, the chair can display the minutes on screen for approval
3. President's Report
4. Treasurer's Report
5. Principal's Report and/or other School Administration Report (if available)
6. School Leadership Team Report
7. Committee Reports
8. Old Business
9. New Business
10. Adjournment and Announcement of next meeting date

C. Quorum

A quorum of at least **8 Association members**, including a minimum of **2 executive board members and 6 parent members**, shall be required in order to conduct official Association business¹¹. Quorum for a Hybrid

¹¹ In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

meeting shall consist of at least one of the executive board members present at the in-person location and at least one executive board member on the virtual platform.

D. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any Association meeting must be made available to any member upon request.

Whenever possible, it is advisable to also have the video and/or audio of the meeting. Most platforms allow recording; the host must check where the recording is saved (cloud or local computer) and ensure it is transmitted to the recording secretary for archiving.

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president/co-president may call a special membership meeting with a minimum of 48 hours written/emailed notice to parents stating precisely what the topic of the meeting will be. **This does not apply to the PA/PTA's or Presidents' Councils' election.**

Upon receipt of a written request from six Association members, the president/ co-president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written/emailed notice to parents.

F. Parliamentary Authority

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

Article VII – Committees

A. Standing Committees

1. **Membership**: The responsibilities of the membership committee shall include but are not limited to:
 - a. Encourage parent participation through recruitment and outreach;
 - b. Plan various activities and events for member participation;
 - c. Coordinate outreach efforts with the Parent Coordinator when possible;
 - d. Maintain current list of the Association's membership.
2. **Fundraising**: The responsibilities of the fundraising committee shall include but are not limited to:
 - a. Serves as chair of fundraising committee;
 - b. Coordinate all fundraising activities;
 - c. Plan and organize fundraising events to meet budget needs;
 - d. Facilitate communication between fundraising committees and Executive Board;

- e. Promote fundraising events using fliers/marketing materials and online resources such as the PTA Facebook group.
- 3. **Budget:** The responsibilities of the budget committee shall include but are not limited to:
 - a. Review prior year's budget and make recommendations to the executive board;
 - b. Draft a proposed budget each spring for approval by general membership.
- 4. **Audit:** The responsibilities of the audit committee shall include but are not limited to:
 - a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
 - b. Review all financial records as needed;
 - c. Prepare written reports of its findings.
- 5. **Ad Hoc:** To accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

The President [or Co-Presidents], Treasurer [or Co-Treasurers], Recording Secretary [or Corresponding Secretary], and Vice President [or Co-Vice Presidents] shall be authorized to sign checks. These signatories must be registered with the bank and provide required documentation, including social security numbers as required by the bank. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he/they have any direct or indirect interest in the expenditure.

C. Budget

1. Budget Process

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

- a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting, unless the deadline is extended by Chancellor's waiver. Budget amendments may be proposed at this time.

- d. The executive board must present the budget process for membership approval no later than the October meeting.
- e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt, but in any event, no longer than 3 business days. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
- f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- g. All funds should be deposited into the PTA's bank account by an authorized executive board member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
- h. Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.), or via electronic means if school access is not available.

2. Budget Amendment

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

3. Expenditures

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

4. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed **\$300.00** with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes:

Inability to execute obligations with no time to consult the general body. These expenditures shall be reported to the general membership at the next Association meeting in writing by the Treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

D. Banking

For online banking, you must use your **PTA email account** to open and link bank account. (Do not link your personal bank account to the PA/PTA or President's Council bank account) If you need access to the DOE issued email, please contact your Parent Coordinator, School Administrator or Family Leadership Coordinator.

PA/PTAs that have established online access to checking accounts are able to make payments through their bank's online bill payment system.

All transactions must receive prior authorization to make a payment through their bank's online bill payment system from the general membership. This authorization is separate from and in addition to the approval of the expenditure.

A Disbursement Form must be completed for all transactions; the form must be signed by 2 account signatories and filed with the PT/PTA's or Presidents' Council's financial records. A disbursement form should include but not limited to; date, payment method, amount, PIN/signature, amount paid, paid by whom, membership approval date, receipt attachment/invoice, and description of purchase/expenditure.

E. ATM/Bank Cards

PA/PTA's and President's Councils may possess and use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. ATM/Bank Cards must be linked to PA/PTA accounts only, linking the debit card to a personal account is prohibited. (Linking a personal bank account to a PA/PTA or President's council bank account is prohibited.)

ATM/Bank Cards can be used for the following approved transactions:

- a. Transactions for online vendors
- b. Vendors who do not accept a physical check

ATM/Bank Cards prohibited use:

- a. Third party applications such as, personal mobile phone wallets or any other personal electronic device.
- b. Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
- c. Direct Donations
- d. Out of Pocket Reimbursements
- e. Receiving 'Cash Back' or 'Cash Refunds'
- f. ATM Cash/Bank Card Withdrawals are prohibited

F. Third Party Cash Applications

PA/PTA's and President's Councils may use third-party applications to accept money. The application must be created using the PTA email account and must be connected directly to the PA/PTA bank account using the PA/PTA account number or debit card.

Approved transactions:

- a. Receiving money

Prohibited use:

- a. Outgoing transactions
- b. Debit Cards generated by a third party application

G. Misuse of Funds

Allegations of financial wrongdoing may result in a legal investigation. Misappropriation of funds and the misuse of an ATM/Bank Card may be punishable by law. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

H. Audit

1. Audit Committee

The President/Co-Presidents shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not already eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be composed of general members.

2. Audit Committee Duties

- a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the treasurer who shall make all books and records available to them.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

I. Financial Accounting

1. Financial Report

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

2. Record Keeping

The Treasurer/Co-Treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Chancellor's Regulations. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the Principal before collecting fundraiser proceeds from students. At least 2 authorized executive board members shall transport all funds to the bank.

Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises, unless operating under the established remote guidelines.

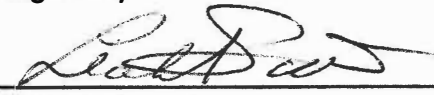
Article IX - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

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

These bylaws, as set forth above, have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on March 17, 2022.

Signed By:

 3/20/2022

President

Date:

 3/19/22

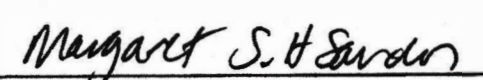
Recording Secretary

Date:

Print Name:



President



Recording Secretary

20 March 2022

Date filed with Principal

(Month) (Day) (Year)