

# PS24 Parent Teacher Association BYLAWS

APPROVED BY THE MEMBERSHIP ON November 16, 2022

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**Name, Title**

**Signature**

**Date**

Michelle Baum, *President*

*Michelle Baum*

11/16/2022

Morgan Grant-Evers, *Recording Secretary*

*Morgan Grant-Evers*

## **Article I - Name**

The name of the Association shall be The PS 24 Parent Teacher Association. It may also be referred to as PS 24 PTA, the Parent Teacher Association of PS 24, or simply the PTA. Hereafter in this document the Association shall be referred to as the PTA.

## **Article II - Objectives**

**A. The objectives** of the PTA include but are not limited to:

- Providing support and resources to the school for the benefit and educational growth of the children;
- Developing a cooperative working relationship between the parents, staff and administration of our school;
- Contributing to a vibrant, inclusive and positive school culture and community;
- Developing parent and staff leadership and building capacity for greater involvement;
- Fostering and encouraging parent and staff participation on all levels;
- Providing opportunities and training for parents to participate in school governance and decision-making.

## **Article III - Membership**

### **A. Eligibility**

Parents, legally appointed guardians, foster parents and persons in parental relation to students currently attending PS24(collectively hereinafter “Parents”) 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 of their automatic membership status and voting rights.

Membership shall be open to all teachers, instructional leaders, paraprofessionals, school aides, school secretaries, food service workers and custodians currently employed at the school. The Principal, APs and Parent Coordinator are not considered eligible for membership as per the Chancellor’s Regulations.

## **B. Dues/Donations**

The payment of dues is not a condition for participation or membership. Member donations do help the PTA continue to operate and continue to be a strong source of support for our school. Members can make voluntary donations at any point throughout the year. Details on how to make a donation can be found on the PTA donations page (<http://bit.ly/ps24pa-donate> )

## **C. Voting Privileges**

Every PTA member shall be entitled to a single vote during any meeting, provided there are no conflicts of interest as outlined in Chancellor's Regulation (CR A-660). 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. Voting by proxy, absentee ballot, email, or conference call is also prohibited.

# **Article IV - Officers**

## **A. Titles**

The **mandatory officers** of the PS24 PTA shall be: **president** or **co-presidents**, **recording secretary**, and **treasurer**. These positions must be elected by the PTA in order to be a functioning PTA. Any parent/legal guardian of a child currently attending PS 24 is eligible to run for any office, provided there are no conflicts of interest as outlined in [CR A-660](#). There are no other qualifications required to run for a PTA office.

For the position of president, a person may choose to run alone or with another member. It is not mandated that this position be shared. Any person may choose to run as a solo candidate, regardless of how other candidates are running. Co-presidents must run together as a slate in order to serve together. If one co-president later steps down, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election. See [Article IV, section D.7](#) for more details on officer vacancies.

Non-mandatory officers of the PTA may consist of but are not limited to the following: vice president communications, vice president events, vice president fundraising, vice president publications, corresponding secretary, and financial secretary. It shall be customary, but not mandatory, for each of the VP positions to also be co-chair of a corresponding committee. For example, the VP Membership shall chair the Membership Committee. See [Article VII, section A](#) for more details.

## **B. Term of Office and Term Limits**

The term of office shall be from July 1st through June 30th. Officers serve for one year terms. At the end of their first term, officers may choose to run for a second year. An officer may not serve more than two consecutive terms in the same position. Term limits for each officer position in the PTA shall be two consecutive one-year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term for that same officer position provided no other interested candidate is nominated and is willing to serve.

## **C. Duties of Officers**

The President or Co-Presidents set the direction for the PTA and ensure that the PTA is meeting its goals. The VP officers shall all assist the President/Co-Presidents as requested. Every member of the Executive Board (EB) shall assist with the June transfer of PTA records to the incoming Executive Board. The below sections describe the general duties for each officer position.

### **1. President or Co-Presidents:**

The duties of the president or co-presidents shall include but are not limited to the following:

- preside at all monthly General PTA meetings
- serve as an ex-officio<sup>1</sup> member of all committees except the nominating committee
- appoint chairpersons of PTA committees with the approval of the Executive Board (EB)
- encourage meaningful participation in all parent and school activities
- provide opportunities for members' leadership development
- delegate responsibilities to other EB and PTA members
- meet as needed with the Principal to ensure more regular communication and collaboration
- connect and collaborate with the school's Parent Coordinator in the service of supporting parents and families
- attend all regular meetings of the district presidents' council or designate a replacement
- attend all regular meetings of the school's Safety Committee or designate a replacement
- serve as a mandatory member of the School Leadership Team (SLT). In the case of co-presidents, the co-presidents may decide who will serve on the mandatory SLT. If a decision cannot be made, the remaining PTA officers must decide which one will serve on the SLT.

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<sup>1</sup> This means that the president/co-president does not need to formally "join" any committee. They are automatically members of all PTA committees (except the nominating committee) and can participate to the same extent as other members. Each committee can provide additional guidelines for ex-officio members, should they choose.

- meet regularly with the Executive Board members and share pertinent information related to meetings with admins and from the district presidents' council
- plan the agendas for the general membership meetings
- serve as one of the eligible signatories on checks.
- lead and coordinate the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming Executive Board.

## **2 Recording Secretary:**

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

- record minutes at all PTA meetings;
- prepare notices, agendas, sign-in sheets and materials for distribution; (may be re-assigned to corresponding secretary if this club has one)
- prepare the minutes for distribution at PTA meetings;
- distribute copies of the minutes for review and approval by the general membership; (may be reassigned to corresponding secretary if this club has one)
- maintain the custody of the PTA's records on school premises;
- incorporate all amendments into the bylaws;
- ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office
- review, maintain, and respond to all correspondence addressed to the PTA (this can be assigned to corresponding secretary if this club has one)

## **3. Treasurer**

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

- responsible for all financial affairs and funds of the PTA
- maintain an updated record of all income and expenditures on school premises
- is one of the signatories on checks
- adhere to and implement all financial procedures established by the PTA
- 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)
- prepare the PTA's interim and annual financial reports
- make available all books and financial records for viewing by members upon request and for audit

## **4. Vice President - Communications**

The VP Communications is meant to serve as a liaison between membership and the administration. This is a non-mandatory position. In the case that no VP Communications is elected, the

below responsibilities would fall to one of the co-presidents. The duties of the VP Communications shall include but are not limited to the following:

- Coordinate the communication of PTA events and activities across all official PTA platforms (Slack, Facebook PTA page, “parents” page on the website, etc.).
- Lead the distribution of the eblast, collecting information from others in the community (e.g. committee chairs) that should go into the weekly newsletter.
- Make and display flyers.
- Update bulletin boards.
- Create a calendar inclusive of all committee events and meetings.
- Assist with preparation and distribution of “Welcome to PS 24” Packet
- Assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request

### **5. Vice President - Fundraising**

The VP Fundraising is responsible for developing and managing school fundraisers. The PTA differentiates between event and non-event fundraisers. Non-event fundraisers are typically activities that are completed by parents and students on their own time with proceeds from the activity benefitting the school. Candy and gifts sales are a standard example of a non-event fundraiser. Event fundraisers are planned, special events that take place at the school (or other designated location) at a specific time. Admission or ticket sales to the event are sold and the proceeds benefit the school. Boo Bash (PS24 Halloween event) and Movie Night are two examples of event fundraisers.

The VP Fundraising is only responsible for non-event fundraisers. This is a non-mandatory position. In the event that the VP Fundraising seat is not filled, the Treasurer would assume these responsibilities.

The duties of the VP Fundraising shall include, but are not limited to, the following:

- coordinate all aspects of our standard non-event fundraisers (e.g Candy sale, School supplies) including promotion, order collection, order submission to vendor, and handling of parent inquiries
- chair Fundraising Committee and lead effort to develop new fundraising ideas
- be a sponsor on the vendor account

### **6. Vice President - Events**

The VP of Events is the lead coordinator on all ticketed events. Events include activities like Boo Bash, movie nights, Auction, Springfest, etc -- all events that require a ticket for entry.

The VP of Events and VP of Fundraising work hand-in-hand (especially for the Spring Auction that is part event, part fundraiser). The VP of Events is responsible for creating committees and recruiting volunteers that will plan and support the event.

### **7. Vice President - Publications**

The VP Publications coordinates all aspects involved with the production of the school's two major publications - the annual Yearbook and bi-annual "The Sounding Board." This includes the planning, writing, designing, and solicitation of advertisements for these publications. The VP is also chair of the Publications Committee and assists other committees in publishing their accomplishments. This is a non-mandatory position. In the event that the VP Publications seat is not filled, that could likely mean that those publications would not be produced for that year.

### **8. Corresponding Secretary**

The Corresponding Secretary assists the Recording Secretary in preparing, collecting, and maintaining PTA documentation. See the Recording Secretary section for items marked with the parenthetical "(may be reassigned to corresponding secretary if this club has one)". Those are the items most typically reassigned to the corresponding secretary. The Corresponding Secretary is meant to serve as a liaison for new families and the Class Reps. The duties of the corresponding secretary shall include but are not limited to the following:

- review, maintain, and respond to or delegate appropriately all correspondence addressed to the PTA
- prepare notices, agendas, sign-in sheets, and other materials that should be distributed at the general meeting
- distribute copies of the meeting minutes to all members in attendance at the general meeting
- ensure ongoing compliance with the [CRA-660](#)
- responsible for managing online chats during virtual PTA meetings
- updating the bulletin boards
- coordinate all aspects of the Class Reps program (this includes communicating with Class Reps, organizing Class Rep meetings, preparing the Class Rep Handbook, and maintaining the Master Class List - the class list information for all the classes)

Both secretaries should discuss the specific breakdown of duties. Since this is a non-mandatory position, in the event that this seat is not filled, the Recording Secretary would assume all these responsibilities.

### **9. Financial Secretary**

The Financial Secretary assists the Treasurer with the collection, counting, and depositing of funds collected at fundraising events. The duties of the Financial Secretary shall include but are not limited to:

- Shall be one of the signatories on checks
- Run and host the PayPal account including the creation of buttons
- Process the direct appeal donations (credit cards & checks)
- Keep the deposits binder up to date with hard copies of all the deposit slips
- Responsible for making all deposits
- Assist with counting cash after fundraising events

Since this is a non-mandatory position, in the event that this seat is not filled, the Treasurer would assume all of these responsibilities.

### **D. Election of Officers**

1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1<sup>st</sup>. The yearly election of officers of the PTA must be held between the middle of May and the end of June. The principal should be notified of the date and time of the annual election by April 1.

2. Employees of PS 24 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS 24.

### **3. Nominating Committee**

A nominating committee must be established during the March monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office. No person employed at PS24 shall be eligible to serve on the nominating committee.

The nominating committee shall solicit nominations for candidates from the general membership. Parents interested in running should submit their names and their desired office to the nominating committee via email. In addition to written nominations, the committee may also provide an opportunity to accept nominations from the floor at a general membership meeting prior to the close of nominations. Notices should be translated into languages spoken by parents in the school whenever possible.



The nominating committee shall choose one of its members to serve as chairperson. This person will be the primary contact person for all questions related to the coordination of the election. The nominating committee will also be responsible for conducting the election meeting. The nominating committee's duties may include the following:

- canvassing the membership for eligible candidates; This might include scheduling an "Ask Me Anything" session as an opportunity for interested PTA members to ask questions of the presiding officers, and to seek running mates, if applicable
- preparing and distributing all notices of any meeting pertaining to the election process
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election
- working with the Parent Coordinator to verify the eligibility of all interested candidates prior to the election;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot/code for voting;
- ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed by March 31<sup>st</sup>, the PTA must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices and then voted upon immediately.

#### **4. Notices**

The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with [CR A-660](#)'s notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

#### **5. Contested Elections and Use of Ballot**

- Contested elections consist of two or more candidates for any office; voting must be by ballot.
- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.

- 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**

If there is only one candidate for an office, a member may make a motion to cast a general membership vote to elect the candidate for office (rather than using a ballot). A vote of the membership is required for approval of the motion. The result of the motion must be recorded 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 PTA records.

- When an office cannot be filled through succession by the next highest ranking officer, an expedited election must be held to fill the vacancy.
- An officer may choose to retain their current position and not assume the higher ranking office.
- The succession / election rules for each officer position shall be as follows:
  - If one of the co-presidents resigns, the remaining co-president may choose to continue serving as the sole president. If the remaining co-president wishes to name a successor co-president, an expedited election must be held.
  - If both co-presidents resign, an expedited election must be held.
  - If the Recording Secretary resigns, the corresponding secretary can fill the vacancy, or an expedited election must be held.
  - If the Treasurer resigns, the financial secretary can fill the vacancy, or an expedited election must be held.
  - If any of the VP positions resigns, the co-chair of the respective committees can fill the seat via a motion from general membership and a vote to approve the motion (e.g. If the VP Publications resigns, the co-chair of the Publications committee can become the new VP Publications); otherwise an expedited election can be held at the discretion of the Executive Board.
  - If the Corresponding Secretary resigns, the Recording Secretary will assume those responsibilities. No expedited election will be held.
  - If the Financial Secretary resigns, the Treasurer will assume those responsibilities. No expedited election will be held.

## **8. Special Expedited Election Process**

Special Expedited elections shall be held to fill vacancies in the mandatory officer positions ((Co-)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. Notice of any vacancies must be communicated to the general membership at least forty-eight hours prior to holding special election processes to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least a five-calendar day written notice to the membership.

## **9. Certification of the Election**

The results of the election shall be announced by the chairperson of the nominating committee. Election results must be recorded on the PTA Election Certification Form, and signed by the principal or his/her designee, before the election meeting is adjourned. The designee must be a school employee other than the parent coordinator.

## **E. School Leadership Team (SLT) Parent Member Elections**

1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.
  - a. Once the election of 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 procedures as 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 PTA or larger school community
- d. Any officer who exercises behavior unbecoming 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**

PTA 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.<sup>2</sup>

### **f. 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 PTA 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 PTA as listed here:

- President or Co-Presidents
- Treasurer
- Recording Secretary
- Vice President, Communications
- Vice President, Fundraising
- Vice President, Events
- Vice President, Publications
- Financial Secretary
- Corresponding Secretary

Officers shall be expected to attend all executive board meetings.

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<sup>2</sup> Officer removal is a serious matter for the PTA and special care must be taken not to violate the rights of any party before any action or vote is taken.

## **B. Meetings**

The executive board shall meet monthly, September through June. These meetings will typically occur 2 weeks before each general PTA meeting. Upon being elected, the incoming executive board should choose a consistent day and time for the executive board meetings (e.g. Wednesdays at 8:30 pm).

Executive board meetings will be 90 minutes (max). These meetings will always have a topic and/or agenda that will be communicated to the PTA officers at least two days before the executive board meeting.

In accordance with [CR A-660](#) (Section I.I.6.b, pg 30), general membership will have the opportunity to attend executive board meetings at least once per month. Members may request to join an EB meeting in writing with 48 hours notice. If a member would like to bring a topic or speak at the Executive Board meeting, they are required to make this request with five days' notice. Individuals who are not members of the PTA may attend executive board meetings only with approval of the executive board.

The executive board may choose to have additional meetings to address important matters that cannot be postponed until the next regularly scheduled meeting. PTA officers must be provided at least 48 hours' notice for these meetings. These meetings must have a topic/agenda and should not exceed 90 minutes (unless previously agreed upon by the PTA officers). The PTA officers have the discretion as to whether they will invite general membership to these meetings.

In accordance with [CR A-660](#) (Section I.K.1.b, pg 33), "The principal must meet at least quarterly with the PTA/PTA executive board. This requirement may be satisfied by having the principal attend all or part of the regularly [scheduled] executive board meetings." This means that the principal should be meeting with the entire executive board at least once every three months. Before the start of the school year, the incoming executive board shall provide the principal with the dates for the executive board meetings to agree on which ones the principal will be able to attend. Topics for discussion may include:

- Setting school and PTA goals
- Planning for upcoming PTA fundraisers
- Review of PTA Interim and Annual Financial Reports
- Building issues, including matters affecting student health and welfare
- General assessment of how the PTA and the school administration are working together (are they communicating effectively, are goals being met, etc)
- Any specific school-related items and proposals

### **C. Voting**

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

### **D. Quorum**

In general, quorum shall consist of one more than half the number of PTA officers and at least 1 co-president. For example, if the executive board consists of a full cabinet with all the non-mandatory officer positions filled and 2 co-presidents, (9 members total), then the quorum shall be 5 members and one of those members must be a co-president. Official business cannot be conducted if neither co-president is present.

However, an exception to the rule exists if the PTA executive board consists of only the 3 mandatory members (president, recording secretary, treasurer). In this case, all three members are considered quorum, and official PTA business cannot be conducted unless all are present.

### **E. Education Council Selectors**

The three mandatory officers of the PTA shall be the selectors for the parent members of the Community Education Councils (CECs). The CEC selection process occurs every two years.

### **F. June Transfer of Records**

All PTA Records must be maintained for 6 years. The outgoing PTA Executive Board shall arrange for the orderly transfer of records and information of the PTA, which shall include an overview of all PTA transactions for the school year, to the incoming Executive Board. 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 district presidents' council during this process. The following information shall be part of the transfer:

- Online banking
- Quickbooks
- Square
- PayPal
- Google accounts
- Constant Contact
- School website
- Adobe accounts
- Social media accounts (Slack)

- Keys
- Hard copies of financial records (check book, deposit book, invoice book, etc..)
- All passwords to all relevant PTA accounts
- All relevant meeting notes (e.g. PTA, SLT, etc.)

The PTA shall follow the best practices described by [this PTALink article](#).<sup>3</sup>

- Each outgoing board member prepares a write-up for their replacement which includes: the officer's work during the year, the officer's day-to-day activities, and any recommendations or tips for the incoming officer.
- After the June transfer of records meeting, outgoing officers meet individually with their newly elected replacements to provide detailed information on their roles and responsibilities.
- Immediately after the election, the outgoing and incoming board members for the positions of treasurer, financial secretary, and co-presidents go to the bank to switch signatories on the PTA bank account.
- During July, the incoming executive board meets with the school administration/principal.
- Throughout the school year, executive board members keep accurate and thorough records and store these in a shared Google Drive, so that these can easily be passed to the incoming executive board.

## **Article VI - General Membership Meetings**

### **A. General Membership Meetings**

1. The general membership meetings of the PTA shall be held monthly, September through June. At the start of the year, the Executive Board should poll the general membership to determine the best day and time for general meetings. That day/time should be adhered to for the rest of the year, except in the event that the day falls on a legal or religious holiday or conflicts with another school event (e.g. SLT meeting), in which case the meeting shall be moved to the following day, or another day as determined by the executive board. Meetings may be conducted in-person and via a virtual remote platform such as Zoom (i.e. hybrid).
2. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.

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<sup>3</sup> <https://ptalink.org/topic-areas/running-a-pa-pta/board-transition>

3. All eligible members may attend and participate in general membership meetings. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.
4. Meetings will typically run between 90 to 120 minutes (not to exceed 2 hours).
5. The agenda and any items requiring approval by vote (e.g. the minutes) will be emailed to membership in advance.
6. The agenda and treasurer's report will be posted to the website before each meeting. The approved minutes will be posted to the website after each meeting.

## **B. Order of Business**

The topics of business at PTA meetings shall be (subject to change by the Executive Board):

- Call to order / approval of previous minutes / Treasurer's Report
- Old Business
- New Business
- Announcements/Updates (e.g. committee reports, SLT report)
- Shout outs (a brief opportunity to acknowledge someone in the community who has done something positive or brought us joy this month)

## **C. Quorum**

The quorum requirement for general membership meetings is a minimum of 8 PTA members, including at least 2 executive board members and 6 parent members. In the absence of quorum, a PTA cannot authorize the expenditure of funds or vote on any business, but may have non-binding discussions.

## **D. 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 will be published online at <http://bit.ly.ps24pa-home> .

## **E. Special Membership Meetings**

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



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

## **F. Parliamentary Authority**

Meetings of the PS24 PTA will follow [Robert's Rules of Order – Newly Revised](#). At the start of each school year, parents will be provided a [high-level overview](#) of Robert's Rules. The general guidelines of Robert's Rules will also be made available to membership at each meeting. The most important points for parents to remember regarding Robert's Rules are below (*adapted from [“Robert's Rules: What you should know”](#) from PTO today*):

- Business is conducted one item at a time. We do not jump around between topics.
- Only one person is permitted to speak at a time. Everyone else should respect the speaker and allow them the opportunity to finish.
- The co-presidents or presiding officer have the discretion to limit the time devoted to a particular topic before moving on to the next topic.
- The co-presidents or presiding officer have the discretion to stop a particular discussion that is becoming redundant. This can be done by the officer summarizing the main points and asking for a motion to shelve the discussion. The motion must be seconded and voted on. Two-thirds ( $\frac{2}{3}$ ) vote is required to cut-off discussion of a particular topic. (*Note: people who do not vote give consent to agree with whatever decision is made by those who did vote*).
- A parent wishing to speak, should raise their hand and wait to be recognized by the co-president or presiding officer.
- Any parent may raise a topic for discussion or propose a motion for a particular course action, provided that:
  - the parent has waited to be recognized by the presiding officer (as discussed above) and no other parent is currently speaking
  - we have concluded any topic that was previously being discussed (either by an appropriate resolution, or by a motion and vote to shelve the discussion) and the floor is open to discuss new business

## **Article VII - Committees**

### **A. Standing Committees**

The PTA has several standing committees, each of which is chaired by a member of the Executive Board (with the exception of the Audit Committee). The chair may optionally choose to

name a co-chair who is not serving on the Executive Board. The purpose of each of these committees is to enable greater parent involvement from the general membership, and distribute the work so that the responsibility does not fall solely to the Executive Board members.

### **1. Class Representative (chair Corresponding Secretary)**

The responsibilities of the membership committee are 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 PTA's membership.

### **2. Budget (chair Treasurer)**

The responsibilities of the budget committee are to:

- a. review prior year's budget and make recommendations to executive board;
- b. draft a proposed budget each spring for approval by general membership.

### **3. Fundraising and Events (chair VP Fundraising and VP Events)**

The responsibilities of the fundraising committee are to:

- a. identify organizations/partnerships for fundraising sales (e.g. candy sales)
- b. brainstorm and coordinate fundraising activities and events
- c. maintain metrics and present reports regarding the status of each fundraiser

### **4. Publications (chair VP Publications)**

The responsibilities of the publications committee are to:

- a. solicit articles and contributions from general membership for our two primary publications: biannual publication and the annual Yearbook
- b. sell ads for Yearbook and
- c. work with / assist other committees in distributing committee information (either through contributions to the Sounding Board or individual committee newsletters)

### **5. Audit**

The responsibilities of the audit committee are to:

- a. conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
- b. review as needed all financial records

- c. prepare written reports of its findings

See [Article VIII, Section D.1](#), for details about the formation of the Audit Committee.

## **B. Formation of new committees**

### **1. Purpose of committees**

Ad hoc committees may be formed throughout the year to accomplish a specific task or address a specific issue. Some committees may be formed for a specific timeframe and will be dissolved after the specific task or issue has been addressed. For example, during the covid pandemic, several committees arose to identify and propose solutions for 5-day learning.

Any PTA member is welcome to start a committee provided they have identified a need that is not being fulfilled by any existing committee, and provided they can rally other members in support of their cause.

### **2. Forming a committee**

The process for forming a committee is as follows:

- **Decide the purpose and goal of your committee.** Will this be a committee that is formed for a very specific task that will be disbanded after the task is accomplished (e.g. a committee to coordinate a particular event), or will this committee be ongoing (e.g. a committee to advocate for special education)?
- **Notify the executive board of your committee with its purpose in writing.**
- **Recruit membership for your committee.** Encourage other members to join your committee. Ways to let other PTA members know about your committee include: announcing at a general PTA meeting; posting on slack; creating a survey to gauge interest from other members; creating a flyer; posting to social media. The Executive Board can assist with spreading the word about your committee.
- **Work toward your goal.** How will your committee meet its intended goal? How often will you have meetings? How will you divide tasks? These are things to consider as you work with your new committee.
- **Share updates on your progress.** Once you have formed your committee, you should provide updates on what the committee is working on at general PTA meetings.
- **Community-wide messages/communications.** All communications that are distributed through PTA channels need to be approved by the Executive Board (e.g. this includes flyers, surveys, meeting calendars, etc.).

### **3. Funding committee events**

There are two ways that a committee can receive funds for a particular project:

- The committee can request the use of PTA funds.
  - Each year, the budget will contain a line item for a committee allocation. Committees will be able to request up to a certain amount (to be determined annually), first come first serve. Additional funds may be distributed at the discretion of the Executive Board.
  - The committee can suggest a fundraiser to raise funds for a particular project benefitting PS24. Committees may not raise money to be donated to outside organizations (without the approval of XXX). This should be discussed with the Executive Board and then present to general membership at a general PTA meeting (see [Article VIII, Section E](#) for more on fundraising).

## **Article VIII - Financial Affairs**

### **A. Fiscal Year**

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

### **B. Signatories**

The president or co-presidents, treasurer and financial secretary shall be authorized to sign checks. All checks require at least two signatures. The two signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTA check. A PTA member may not sign a check if they have any direct or indirect interest in the expenditure.

Payees – No checks may be written payable to “petty cash” or “cash”. Signatories may not approve such checks.

### **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 May meeting.

- c. The incoming Executive Board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- 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 requires at least two non-related PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PTA members. All monies must be counted in school. The PTA's financial records must display the total amount of funds and the signatories of the PTA 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 shall be deposited in the bank account by authorized executive board members within 1 business day of receipt when possible, but no longer than 3 business days.
- h. Documentation related to every transaction must be maintained in a secure location agreed upon by the PTA officers and the school administration (e.g., canceled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.)

## **2. Budget Amendment**

The budget may be amended by majority 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 resolution of the membership.

Expenditures for events and standard PTA operating costs that have already been included in the approved budget do not need to be voted on again. The Treasurer should keep track of when these expenditures are made and include them in the financial report to be provided at the next general meeting.

Parents and staff may be reimbursed for out-of-pocket expenses related to PTA events / activities, provided that ALL of the below conditions are met:

- a. the expense is in relation to a line item that has already been included in the approved budget;
- b. the parent/staff provides receipts or other proof of purchase for the items being reimbursed and completes the Check Request form (The check request form is available on the [PTA resources page](#) under “School Forms and PTA Documents”.);
- c. the expense does not exceed more than the amount allocated in the budget for this event or activity (*Note: if multiple parents/staff members are making purchases for the same event, the total of their expenses must not exceed the amount allocated in the budget*)

#### **4. Emergency Expenditures**

The Executive Board is authorized to make an emergency expenditure not to exceed \$500 with a two-thirds approval by the Executive Board. Emergency expenditures are appropriate when an item meets ALL of the below criteria:

- The item is proposed by a teacher or admin and is considered necessary for the immediate safety of the students
- The item does not fit into one of the approved budget categories
- The purchase or use of this item must happen immediately and cannot be delayed until the next general membership meeting.

These expenditures shall be reported to the general membership at the next PTA meeting in writing by the treasurer. Membership will vote upon whether “the emergency expenditure was an appropriate use of the funds” ([CR A-660](#), Section III.D.2, pg 53). Please note that at this point the funds will have already been used. The membership vote is to determine if the Executive Board *acted accordingly* in using the funds. This vote must be noted in the minutes.

#### **D. Audit**

##### **1. Audit Committee**

The president shall request volunteers to form an audit committee of three to five persons of the general membership. Executive Board members who are not eligible signatories on PTA checks may serve on the audit committee. The majority of the committee shall be composed of general members.

## **2. Duties**

- a. The audit committee shall conduct an audit of all financial affairs of the PTA 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 PTA equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

## **E. Fundraising**

See [Chancellor's Regulation A-610](#), for full guidance on how to conduct fundraisers. In short, the principal's written consent must be obtained prior to conducting the fundraising activity if the activity is held during school hours and directly involves students (e.g. school photos).

Other types of fundraisers (e.g. candy sale from a catalog) must be approved in advance by general membership. If the funds are being raised for a specific purpose (e.g. purchasing a new printer), that must be shared with membership when the fundraiser is first proposed.

All collected funds must be paid to the Treasurer in full to be deposited into the PTA bank account.

A report regarding the status of the fundraiser should be completed and presented to general membership following completion of each fundraiser.

## **F. Financial Accounting**

### **1. Financial Report**

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

## **2. Record Keeping**

The treasurer shall be responsible for all funds of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The president/co-presidents, treasurer, or financial secretary 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 PTA, including checkbooks, ledgers, canceled checks, invoices, receipts, etc., shall be maintained in a secure location agreed upon by the Executive Board and the administration.

## **Article IX - Amendments and regular review of bylaws**

These bylaws must conform with [Chancellor's Regulation A-660](#) and Department of Education guidelines.

There are three ways that these bylaws may be updated:

1. Amendment to rectify something that is NOT compliant with [CR A-660](#)
2. Amendment to provide clarity or adjust a particular function of this PTA
3. Full revision

### **Amendment to make these bylaws compliant with Chancellor's Regulations A660**

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 present is required for approval.

### **Amendment to provide clarity or adjust a particular function of this PTA**

These bylaws may be amended at any regular meeting of the PTA 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. To initiate an amendment<sup>4</sup>, a PTA member should write to the Executive Board indicating the section that is being amended, the proposed amendment, and a brief rationale for this proposal. The Executive Board will include notice of this proposed amendment at the next PTA meeting, and

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<sup>4</sup> Corrections for grammar or spelling errors do not count as amendments. Members may raise such as errors by emailing the Executive Board and the Recording Secretary may choose to make those corrections at their discretion.



the amendment will be voted on at the subsequent meeting. If an amendment receives the designated votes, it is effective immediately, unless otherwise specified.

### **Full Revision**

A thorough review of these bylaws shall be conducted every three (3) years by the Executive Board or designated committee. The reviewing body may deem it appropriate to conduct a full revision of the bylaws. If a full revision is opted for, general membership must be informed that a full revision of the bylaws is being conducted. The designated committee will be responsible for presenting the new revision to the general membership for approval. The revision must be made available to general membership at the meeting prior to the meeting at which the vote will be held. Membership must also be provided with a means to discuss and provide commentary on the new revision before the vote. The revision must be approved by two-thirds vote of the members present. If a two-thirds vote cannot be achieved, then a motion can be made to approve the bylaws in sections.

Every three years, the bylaws must be re-adopted by a two-thirds vote of membership regardless of whether any amendments have been made.

### **Final Note**

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 November 16, 2022

If you have any questions or concerns about the procedures laid out in these bylaws, please contact the Executive Board at [connect.ps24pta@gmail.com](mailto:connect.ps24pta@gmail.com).

Filed with the Principal on November 17, 2022  
(Month) (Day) (Year)