

# BYLAWS

OF

**The Parent Teacher Association of Intermediate School 96 – Seth Low**

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APPROVED BY THE MEMBERSHIP ON 10/25/2022

Shanieka Brooks  
PRESIDENT



SIGNATURE

10/25/2022

DATE

Stephanie Pettway-Ozman  
RECORDING SECRETARY



SIGNATURE

10/31/2022

DATE

## **Article I - Name**

The name of the association shall be The Parent Teacher Association of Intermediate School 96 – Seth Low.

## **Article II - Objectives**

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

## **Article III - Membership**

### **Section 1. Eligibility**

Membership in the association shall be limited to parents, legally appointed guardians, persons in parental relation or foster parents to students currently attending Intermediate School 96 – Seth Low. Parents, legally appointed guardians, persons in parental relation or foster parents (as defined in A-660) to students currently attending Intermediate School 96 – Seth Low are automatically a member of the PTA; no membership form is necessary. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

Membership shall be open to all teachers and staff currently employed at Intermediate School 96 – Seth Low.

There shall be no honorary members.

Only parents of Intermediate School 96 – Seth Low not employed in the school may vote to offer or withdraw membership to or from teachers and staff. Any such proposal requires an amendment of by-laws as defined below, and shall become effective July 1, following ratification.

If parents wish to extend or withdraw membership to teachers (teachers/staff) a parent at a general membership meeting must make a motion. This motion must be seconded and approved by a majority vote of parents present to be placed on the agenda for the next regularly scheduled meeting.

Notice of meeting must follow 10 calendar day protocol. Notice/Agenda of meeting must clearly reflect the intent to extend or withdraw membership eligibility. The motion must be approved by a majority vote of the parents present.

During this meeting, parents will be given the opportunity to address the chair with comments or concerns for no more two minutes per person. After all comments have been heard, a motion must be made and seconded to bring the issue to vote. The motion must include an implementation date.

If the issue is brought to a vote, it is recommended that the vote be taken with previously prepared “yea or nay” (yes/no) ballots. Only parents are eligible to vote in this matter.

## **Section 2. Membership Donations**

Donations are not a requirement for membership, voting or running for office. Each member shall be requested to make a voluntary donation of \$5.00 and up.

## **Section 3.**

### **Voting Privileges:**

Each parent of a child/children currently enrolled at Intermediate School 96 – Seth Low shall be entitled to one vote during any in-person, hybrid and/or virtual meetings. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A- 660 The election of officers must only be conducted in an in-person meeting or using a virtual remote platform (VRP). Conducting elections in a hybrid meeting is not permitted. Proxy voting or absentee balloting is prohibited. Each teacher and staff member currently employed at Intermediate School 96 – Seth Low shall be entitled to one vote.

### **Voting Restrictions:**

1. School Leadership parent members are elected by a parent only vote.
2. If parents wish to extend or withdraw Teacher (staff) participation it is done by a vote of parents only.
3. Decisions and voting in matters pertaining to the parent portion of Title I or Title I 1% parent allocation is a parent only discussion and vote.

## **Article IV - Officers**

### **Section 1. Titles**

The officers of the association shall be: President or *Co-Presidents* (see bylaws provision below), Recording Secretary, Treasurer, Vice President, Corresponding Secretary, Financial Secretary, Virtual Support Liaison, Teacher Liaison and alternate. A Teacher Liaison and alternate are nonvoting executive board members. The association must elect the mandatory core officers (President or Co-Presidents, Recording Secretary and Treasurer) in order to be a functioning PTA.

In the event that no eligible parent member is interested in running for the sole officer position of president, the association may take nominations for the positions of co-presidents. The co-presidents must assume the duties of the President as outlined below. The term of office for co-presidents shall be for one year as outlined below.

### **Section 2. Term of Office and Term Limits**

The term of office shall be from July 1st through June 30th. Officers shall be elected yearly for a one-year term beginning July 1, in accordance to the timeline set forth yearly by the Chancellor.

Term limits for each officer position of the Association shall be \_\_\_ 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.

**OR**

There are no term limits for each officer position for the association as long as they are duly voted in and have a child enrolled in the school.

**Qualifications for Officers** – There shall be no qualifications for any office in a PTA other than to be a parent of a child in the school. A parent of a child on the register of a citywide program who is attending a non-citywide program school full time may serve as an elected officer of either the Citywide Programs' PTA of the host school where their child attends.

**Restrictions** – Employees of the school, including parent coordinators, may not serve as officers in the school's PTA.

### **Section 3. Duties of Officers**

**3.1 President and/or Co-Presidents:** The President or Co-Presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for its members. The president or co-presidents shall appoint chairpersons of PTA committees with the approval of the executive board. The president or co-presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The president or co-presidents shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks and shall be eligible to use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. The president/co-president or their representative shall represent the PTA on district committees. They will meet with the principal quarterly to discuss parent involvement issues; attends professional development sessions from President's Council's, the District and F.A.C.E. The president or co-presidents shall assist with the June transfer of PTA records to the incoming executive board.

The president or designated co-president (see bylaws provision below) shall attend all regular meetings of the District Presidents' Council, Community Education Council and shall be a core member of the School Leadership Team and School Safety Committee. If the president is unable or unwilling to serve as the District President's Council, Community Education Council or School Safety Committee a representative and an alternate(s) must be identified during the election meeting.

*In the event that the association elects' co-presidents in June, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the School Leadership Team and School and Safety Committee. and selector in the Community Education Council elections as per Chancellor's Regulation D-140. The Co-Presidents must decide who will serve as the District Presidents' Council member, and attend Community Education Council meetings and inform the general membership.*

*In the event a co-president resigns, the remaining co-president shall continue as president for the remainder of the term. In the event the remaining co-president is unwilling or unable to continue as president, the vice president may fill the co-president position through succession. In the event the Vice President is unable or unwilling to fill through succession, an expedited election will be held. (See Article IV Section 6) they will resign from their position and their will be an election.*

**3.2 Recording Secretary:** The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets, and materials distributed. The recording secretary shall prepare copy and distribute the DRAFT minutes of each association meeting in accordance with Chancellor's regulations A-660. They shall make written copies of the minutes available upon written request. They shall maintain custody of the association's records on school premises. The recording secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file with the Principal, President's Council and the District.

The recording Secretary shall distribute a copy of the association's bylaws at the first meeting of the school year. The recording secretary will have a copy of the association's bylaws in view at every meeting. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall be one of the signatories on checks and shall be eligible to use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. The recording secretary shall assist with the June transfer of all PTA records to the incoming executive board. In the event the recording secretary resigns, the vice president may fill the position through succession. In the event the vice president is unwilling or unable to fill a core position, (*see Article IV Section 6*).

The recording secretary shall be a selector in the Community Education Council's elections as per Chancellor's Regulation D-140. Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E. The recording secretary will forward the June meeting minutes to the nominating committee.

**3.3 Treasurer:** The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks and shall be eligible to use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. The treasurer shall adhere to and implement all financial procedures established by the association and maintain neat and orderly records. The treasurer will disperse authorized monies only upon presentation of vouchers and bills/receipts and ensure no checks are written to cash/petty cash. The Treasurer shall be prepared to present and distribute written copies of monthly financial reports (includes income, refunds, reimbursements, other expenditures, opening and closing balances and fundraising activity reports) at all association meetings. The treasurer shall also prepare and distribute the January 31<sup>st</sup> interim and June annual financial accounting reports to the membership, Principal, Presidents' Council and the District Office. The treasurer shall make available all books or financial records for viewing by members upon written request and for audit. The treasurer shall work with the audit committee, for an annual audit of books of the organization. The treasurer will be a member of the budget committee. The treasurer shall prepare all financial records and assist with the June transfer of all PTA records to the incoming executive board. In the event the treasurer resigns, the financial secretary shall fill the position through succession. In the event the financial secretary is unable or unwilling to fill the position, see (Article IV Section 6)

Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E.

The Treasurer is a selector in the Community Education Council's election as per Chancellor's Regulation D-140. They shall ensure that the association's Employee Identification Number (EIN) is on file with the Principal and Presidents' Council. They will ensure that the council's EIN number remains active with the IRS.

**Vice President:** The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in their absence or at the president's or co-presidents' request. The vice-president may be one of the signatories on checks and may be eligible to use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. The vice-president shall assist with the June transfer of PTA records to the incoming executive board. The recording secretary may be one of the signatories on checks.

Attends quarterly meetings with the Principal and attends professional development sessions from Presidents' Council, the District and F.A.C.E. Shall fill a vacancy in any core position. In the event the vice president is unwilling or unable to fill a core position (*see Article IV Section 6*). Arranges for guest speakers for meetings.

May chair a major committee upon appointment of the president.

In the event the Virtual Support Liaison position cannot be filled, the responsibilities will be fulfilled by the Vice President.

Corresponding Secretary: The corresponding secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The responsibilities shall also include the preparation of notices, agendas, and materials distributed.

The corresponding secretary shall assume the position of recording secretary in the event of a vacancy. May fill a vacancy in any core position if declined by the 1st and 2nd Vice President, non-mandatory officer.

Attends quarterly meetings with the principal and attends professional development sessions from President's Council's, the District and F.A.C.E.

Financial Secretary: Responsibilities are to assist Treasurer in all financial matters. May give financial report at association meetings as requested by the Treasurer.

Attends quarterly meetings with the principal and attend professional development sessions from President's Council's, the District and F.A.C.E. May be one of signatories on checks and may be eligible to use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. The financial secretary shall assist with the June transfer of PTA records to the incoming executive board. Shall fill a vacancy in the office of treasurer. May fill a vacancy in any core position if declined by the vice president and the corresponding Secretary.

Virtual Support Liaison: The Virtual Support Liaison shall meet regularly with the executive board members in accordance with these bylaws to assist with the planning of virtual platform meetings. Collaborate and communicate successfully between in person and virtual members on the virtual platform. Provide members with technical support and guidance while on a virtual platform. The Virtual Support Liaison shall save a copy of the virtual meetings/chat feature and actions of all virtual association meetings and transfer them to the recording secretary. The Virtual Support Liaison shall be responsible for posting notices, agendas, sign-in sheets, and other materials distributed at in person meetings to the virtual platform. The virtual support liaison shall post a copy and distribute the DRAFT minutes of each association meeting in accordance with Chancellor's regulations A-660 on the virtual platform. They shall transfer custody of the association's virtual records to the recording secretary to be maintained on school premises. The virtual support liaison may be one of the signatories on checks. In the event the Virtual Support Liaison position cannot be filled, the responsibilities will be fulfilled by the Vice President. The Virtual Support Liaison may chair the technology committee. The virtual support liaison shall assist with the June transfer of all PTA virtual records to the incoming executive board. Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District office and F.A.C.E. Shall fill a vacancy in any core position. In the event the vice president is unwilling or unable to fill a core position (see Article IV Section 6).

3.6 Teacher Liaison and Alternate: Are non-voting executive board members of the association. They help build a strong link between parents and teachers. The Teacher Liaison is responsible for keeping parents updated on key issues affecting the teachers and staff of Intermediate School 96 – Seth Low. Attends all meetings.

3.7 School Leadership Team Membership: The president of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event that the association elects co-presidents, refer to Article IV, Section 3.1 of the association's bylaws.) All other parent member representatives shall be elected by the general membership after the PTA election process. A copy of the election certification will be forwarded to the District Office and Presidents' Council. A copy of the election certification will be on file in the Principal's office. School Leadership Team members are required to attend yearly training provided by the District and F.A.C.E.

**3.8 District Presidents' Council:** The president shall be the association's representative to the District Presidents' Council. (In the event that the association elects co-presidents, refer to Article IV, Section 3 of the association's bylaws.) If the incoming president is unable or unwilling to serve as the representative, the incoming president shall select a representative and an alternate(s) to the council in June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the District's Presidents' Council. The elected representative and alternate(s) are entitled to engage/vote on behalf of the association.

**3.9 Community Education Council:** The president shall act as a liaison between the association and the CEC. (In the event that the association elects co-presidents, refer to Article IV, Section 3 of the association's bylaws.) The President may select a representative to fulfill this role. If the president is unable or unwilling to serve as the CEC representative, the incoming president shall select a representative and an alternate to the association in May/June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the CEC. The elected representative and alternate(s) are entitled to engage/vote on behalf of the association.

**4.0 School Safety Committee:** The president by virtue of office is a core member of the School Safety Committee (CRA-414). (In the event that the association elects co-presidents, refer to Article IV, Section 3 of the association's bylaws.) If the president is unable or unwilling to serve as the school safety committee representative, the incoming president shall select a representative and an alternate to the association in May/June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the School Safety Committee. The elected representative and alternate(s) are entitled to engage/vote on behalf of the president. Maintaining a safe and secure school environment is the shared responsibility of the entire school community, including school safety, pedagogical, non-pedagogical, and custodial personnel, parents and students. The committee is responsible for developing a comprehensive safety plan, which defines the normal operations of the site and what procedures are in place in the event of an emergency.

#### **Section 4. Election of Officers**

The elections must be completed in accordance with current Chancellor's guidelines. Nominations may not be closed prior to the timeline set forth each year by the Chancellor. Any timeline established by the PTA to complete the nominations and election process must adhere to the current year's guidelines timeframe. The principal must be notified in writing, by April 1<sup>st</sup> of the date, time and meeting format (in-person or VRP) of the PTA election. Conducting elections in a hybrid meeting is not permitted.

**4.1 Representatives/Alternates:** In the event, the incoming President/Co-President is unable to serve as the association's representative to the district; the incoming President/Co-Presidents shall select all representatives and alternates to the association in May/June. The representative and alternates shall be elected into such roles by vote of members present at the spring election meeting. If during the school year the president is unable to represent the school on a district level, they will select all alternates or representatives after consultation with the executive board officers and approval of the general membership.

The president, alternate or representative shall represent the association on District Committees. The representative or alternates shall have full voting privileges at all meetings they attend on behalf of the association. All representatives and alternates shall provide regular reports at each meeting of the association.

4.2 **Nominating Committee:** A nominating committee may shall be established during the **February** general membership meeting. If a nominating committee can be established, the committee shall consist of three to five (3-5) members.

The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson.

No person employed at Intermediate School 96 – Seth Low shall be eligible to serve on the nominating committee. Members of the nominating committee are **not** eligible to run for office.

An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process.

For duties and responsibilities of the nominating committee, (see Article VII section 1 Nominating Committee).

#### **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 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.

**Soliciting Candidates** – The nominating committee shall solicit recommendations for candidates for consideration by canvassing the membership for candidates. Written notices soliciting recommendations must be distributed to the entire membership.

**Determining Candidate Eligibility** – The nominating committee, in consultation with the principal, must verify the candidates' eligibility based on student registration or, if the student is on a District 75 register, full-time attendance in the school. The Blue card is not sufficient for determining voter eligibility. RACL is best, if parent/guardian section in ATS is up to date.

The nomination committee must report to the membership that candidates being considered have been determined to be eligible after consultation with the school Principal.

#### **Conducting Nomination meetings:**

**Written Notices** – The nominating committee must send written notice to the PTA membership stating when and where nominations will be held. The notice must be dated and distributed at least ten calendar days before the nomination meeting.

**Meeting Times** – Meetings should be scheduled to ensure that members have the opportunity to fully participate in the process (e.g., to begin at 6:00 and end at 8:00 pm).

**Nominations from the Floor** – All members, both parents and staff, where applicable, must have the opportunity to make nominations from the floor before the closing of nominations, as should be specified in the bylaws.

#### **Candidates:**



**Addressing Membership** – Candidates should be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate’s statement. Candidate statements may also be posted on the school website and sent via email, backpack and/or mail.

**Presence for Vote** – A candidate for office need not be present at the time of the election to be eligible to run. Candidates must advise the nominating committee or person conducting the election that they cannot be present at least three calendar days before the election.

**Voting Requirements:** There shall be one vote per member for the child/children currently attending Intermediate School 96 – Seth Low. Each teacher and staff member currently employed at Intermediate School 96 – Seth Low shall be entitled to one vote (see voting restrictions in Article III Section III. Voting by proxy or absentee ballot is prohibited.

## **Ballots**

**Written Ballots** – Written ballots are required for contested elections having more than one nominated candidate for any office or offices.

**Single Candidate** – If there is only one candidate for an office, the recording secretary shall be instructed by motion and vote of the membership to cast one vote for the entire slate, and that action shall be included in the minutes.

**Alphabetical Order** – Candidates must be listed on ballots in alphabetical order by last name for all offices.

**Listing by Office** – Ballots must indicate if the candidates are running for president or co-president. Co-Presidents must be listed together and must be voted for as a slate.

**Native Language Instructions** – Where possible, ballots should contain instructions in the languages spoken by parents other than English as appropriate.

**Counting Ballots** – Ballots must be counted immediately following the conclusion of voting and in the presence of assembled members and observers, if any. Ballots must not be removed from the school until after the official tally has been completed and reported to the assembly. There are to be no exceptions.

**Retention of Ballots** - The PTA must retain ballots on school premises for six months following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later. Following the election, the ballots should be scanned and saved to disk if scanning capabilities are available.

**Certification of Elections** – The Principal or her/his representative must certify that the nomination and election process was conducted in accordance with this regulation and the bylaws by signing the PTA Election Certification Form before the election meeting is adjourned.

The parent coordinator cannot be the principal’s representative.

The elected officers of the PTA are encouraged to must enter their contact information on the certification form. The personal telephone numbers and email addresses of the mandatory PTA officers will be shared with the appropriate Presidents’ Council. unless those officers decline to have their information released by so indicating on the certification form.

**Reporting Election Results** – The signed certification form must be retained by the PTA executive board with a copy filed in the principal’s office. The principal or her/his designee must update the School-Parent Leader Contact Information System (SPLCI), accessible through the Principal’s Portal, within 5 calendar days of the election.

If a nominating committee is not/cannot be formed by the end of March, the executive board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws. They may also seek assistance in conducting nominations and the election from the appropriate District Presidents' Council and/or the principal or their representative and/or the District office.

If at least two members of the association who are not running for office are not/cannot be identified to conduct the nominations and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the appropriate District Presidents' Council and/or the District office or their representative by no later than the second Friday in June.

## **Section 5. Certification of the Election**

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected to conduct the nominations and election process. The Principal is required to complete the election certification form and forward to the District Office. The principal or their designee must update the School-Parent Leader Contact Information System within 5 calendar days of the election. The association is responsible for forwarding a copy to the District's Presidents' Council.

The principal or her/his representative must certify that the nomination and election process was conducted in accordance with this regulation and the bylaws by signing the PTA Election Certification Form before the election meeting is adjourned.

The parent coordinator cannot be the principal's representative. The elected officers of the PTA must enter their contact information on the certification form. The personal telephone numbers and email addresses of the mandatory PTA officers will be shared with the appropriate Presidents' Council.

## **Section 6. Vacancies**

All mandatory officer vacancies must be filled by succession of the next highest-ranking officer or by expedited election. For example, a vacancy in the position of president/co-president shall be filled by the vice-president or next highest-ranking officer. A vacancy in the position of Treasurer shall be filled by the vice president or the next highest-ranking officer. In the event that the core mandatory offices (president, recording secretary and treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the recording secretary and at that time, shall turn over all records to the recording secretary. In the event of the resignation of the recording secretary, they must transfer records to the president or co-presidents. The ranking of officers for succession purposes shall be president/co-presidents, recording secretary, treasurer, vice president and virtual support liaison.

Failure to hold elections for mandatory officers in a timely manner. The PA/PTA ceases to function if it fails to hold a timely expedited election to fill a vacancy in one or more mandatory offices. For vacancies that exist at the opening of the school year, a PA/PTA ceases to function if an expedited election has not taken place by October 15. For vacancies that occur during the school year, a PA/PTA ceases to function if an expedited election has not taken place within 60 calendar days from the resignation or removal of the officer. Vacancy in all three mandatory offices. The PA/PTA ceases to function if all three mandatory offices are vacant and none of them can be filled by succession. Failure to conduct business. The PA/PTA ceases to function if it fails to conduct PA/PTA business for 60 consecutive

days during the school year. "PA/PTA business" is defined as meetings of the executive board or the general membership

## **Section 7. Special Expedited Election Process**

If a PTA has a vacancy in one or more of the mandatory officer positions subsequent to the annual election, the PTA shall be required to fill the vacancy within ten calendar days. This shall be done by succession or an expedited election process. The expedited elections process will consist of one meeting where nominations will be taken from the floor and voting will be held once nominations are completed.

Special Expedited elections shall be held to fill vacancies in the mandatory officer positions (president, recording secretary and treasurer) in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty-eight hours prior to holding special election process 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.

When an officer vacancy is created by resignation or removal, the PA/PTA executive board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession or expedited election. The PA/PTA executive board may request guidance from the appropriate Presidents' Council or appropriate superintendent.

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 indicating the date, time and meeting format (in-person or VRP) of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws. Conducting expedited elections in a hybrid meeting is not permitted.

If quorum 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.

## **Section 8. Corrective and Disciplinary Action**

8.1 Corrective or disciplinary action is appropriate when a PTA or Presidents' Council member's conduct violates laws, policies, rules, and regulations or threatens the rights of students, parents and staff. This conduct may include:

### **A. Criminal Wrongdoing or Misconduct**

Complaints or allegations of criminal wrongdoing must be reported to the police, the Special Commissioner of Investigation for the New York City School District and FACE. Allegations of misconduct which do not involve penal law must be reported to SCI and FACE.

### **B. Financial Discrepancies or Wrongdoing**

Complaints or allegations of financial wrongdoing must be reported to the police, SCI and FACE. FACE may recommend specific action and suspend fundraising activities of PTAs and Presidents' Councils where members are found responsible for financial discrepancies, financial wrongdoing, inappropriate financial practices, recklessness or failure to safeguard PTA or Presidents' Council funds. PTA or Presidents' Council members

engaging in such conduct may be removed from PTA or Presidents' Council office and prohibited from subsequently serving on any PTA or Presidents' Council executive board, school or district leadership team, school or District Title I Parent Advisory Council, CEC, CCSE, CCHS, CCELL, or D75 Council. Decisions to remove officers and restrict future service will be determined. 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.

**C. Threat or Risk to Others**

Complaints or allegations of threatening behavior by a PTA or Presidents' Council officer must be reported to the police, SCI and FACE. PTA or Presidents' Council members whose conduct presents a threat or risk to members of the school, district or borough community may be removed from PTA or Presidents' Council office.

**D. Officer Negligence**

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

**E. Unsatisfactory Performance**

- ◆ Association officers may also be removed for through the process outlined below:
- ◆ At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- ◆ If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- ◆ The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- ◆ The result of the motion must be submitted in writing to the principal, district and to the office of Family and Community Empowerment.

**Section 9. June Transfer of Records**

All PTA records must be maintained for 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing PTA executive board members must ensure that the orderly transfer of records, including records, including user ids, passwords, DOE outlook emails & passwords, flash drive and all parent contact information obtained during their term of office is transferred to the incoming Executive Board. At least two meetings will be scheduled with the principal on school

premises during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council or the district office during this process.

## **Article V - Executive Board**

### **Section 1. Composition**

The executive board shall be composed of the elected officers of the association (and chairpersons of standing committees). Officers shall be expected to attend all executive board meetings and shall be subject to removal under Article IV, Section 8 unless a good and valid reason is rendered in writing.

### **Section 2. Meetings**

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the 3rd, Tuesday of every month at 6:30PM, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday. The executive board must determine its capacity to host meetings using a particular format before presenting it to the general membership for approval. If the PA/PTA is unable to conduct general membership meetings in either a virtual or hybrid format, it must continue to conduct in-person meetings. Meetings will be conducted using the following method in a hybrid meeting or using a virtual remote platform (VRP).

### **Section 3. Voting**

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

Each member of the executive board shall be entitled to one vote during any in-person, hybrid and/or virtual meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CR A-660).

The election of officers must only be conducted in an in-person meeting or using a virtual remote platform (VRP).

**Conducting elections in a hybrid meeting is not permitted.**

### **Section 4. Quorum**

2 members of the executive board shall constitute a quorum, allowing for official business to be transacted. Quorum will consist of the total members present in the location/platform decided upon by the general membership (**virtual and/or hybrid**).

### **Section 5. Parliamentary Authority**

Robert's Rule of Order Newly Revised shall govern procedural questions not covered by these bylaws, provided they are not in consistent with law, policy, regulations, and these bylaws.

## **Article VI - Meetings**

### **Section 1. General Membership Meetings**

The general membership meetings of the association shall be held on the 4<sup>th</sup>, Tuesday of each month from September through June, unless such day falls on a legal or religious holiday. **The virtual meetings shall be held at 6:00pm. The hybrid alternate months meetings shall be held at either 9:00am or 6:00pm.** In such instances, the meeting shall be held on the following or previous Tuesday as determined by the executive board. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. A ten-calendar day notice shall be required prior to the scheduled meeting. The meeting date may be moved to the previous or following week to coincide with a school function to maximize attendance with memberships prior approval. The date of distribution shall appear on all notices.

**At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.**

All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.

Under no circumstances are association meetings to be held in private residences or commercial venues (e.g., restaurant and private clubs)

Observers: May speak and otherwise participate, if acknowledged by the chair. The executive board may invite speakers with membership's approval to attend the association's meetings that support parents in their goals and to exchange information and ideas with their membership and implement policies and programs to support initiatives for parent/student achievement. Observers may be requested to leave by the chair.

Press Coverage: The press may observe or ask to speak at an association meeting if approved by the membership present. Use of photographic and/or recording equipment by the press may be allowed during an association meeting if approved by the membership present.

Recording Meetings: Use of photographic and/or recording equipment by invited guests or members may be allowed during an association meeting if approved by the membership present.

## **Section 2. Order of Business**

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

- ◆ Call to Order
- ◆ Distribution and Approval of Minutes
- ◆ President's Report
  - a. Community Education Council Update
  - b. Presidents' Council Update
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ Teacher Liaison Report
- ◆ School Leadership Team Report
- ◆ Committee Reports
- ◆ Virtual Questions/Concerns
- ◆ Old Business
- ◆ New Business
- ◆ Adjournment

### **Section 3. Quorum**

Physical A quorum of at least **eight (8)** members of the association The physical quorum for a general membership meeting must consist of representation by at least eight (8) PTA members, including a minimum of two (2) executive board members and six (6) parent members, shall be required in order to conduct official association business. (List what would constitute the Quorum- In-person/Virtual/Hybrid) # will be same as regs (8) General membership meetings. The quorum requirement for all general membership meetings is a minimum of eight (8) PA/PTA members, including at least 2 executive board and 6 parent members. At least 1 executive board member must be present at the school to conduct a meeting in a hybrid format.

Quorum will consist of the total members present in the location/platform decided upon by the general membership (in-person, virtual and/or hybrid).

In the absence of a quorum, a PTA cannot authorize the expenditure of funds or vote on any business, but may have non-binding discussions.

### **Section 4. Minutes**

Minutes of the previous general or special membership meeting shall be available and distributed in written form to members present for approval at the next general membership meeting. The minutes must be made available upon written request to any member, or District or F.A.C.E. representative.

### **Section 5. Special Membership Meetings**

A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

In addition, upon receipt of a written request from five (5) association members, the president must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents. This does not apply to the election of officers of the PA/PTA.

### **Section 6. Parliamentary Authority**

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

### **Section 7. Use of School Facilities**

As per Chancellors' Regulations A-660. Building Use - PTAs are entitled to free use of school buildings, including school safety or security coverage, for 110 hours per year outside of school hours. These hours apply 12 months a year and are not transferable. Unused hours may be rolled over from one month to the next, but expire at the end of the school year. If there is more than one PTA in the building, each PTA is entitled to the full 110 hours per year. The PTA is responsible for obtaining permits to use the school building outside of school hours. These permits establish the time and place of meetings. The PTA should request necessary permits from the custodian.

## **Article VII - Committees**

### **Section 1. Standing Committees**

The president will appoint standing committee chairpersons except the nominating and **Title I** committee with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

**Membership:** The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson for the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's parent coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the Principal, PTA President, list of executive board members, all PTA meeting dates, student and parent events, school policies, PTA budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members which shall be available without home addresses and telephone numbers at every membership meeting.

**Budget:** The budget committee shall consist of (3-5) persons and be chaired by the treasurer. The budget committee shall be formed no later than April of each school year.

The budget committee shall be responsible for drafting:

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

Presenting the budget process for membership approval which must be voted on by no later than the October membership meeting

A written review of the prior year's budget for discussion at the May membership meeting

Preparing a proposed budget for adoption by the membership at the May membership meeting

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

**Hospitality:** The hospitality committee shall be responsible for:

Arranging light refreshments at meetings of the membership and at any of its activities, as appropriate. Using all opportunities such as parent-teacher conferences to provide information and assistance to parents.

**Technology:** The technology Committee manages and updates the PTA's social media pages (i.e., Facebook Page, Twitter account, Instagram, etc.). The Virtual Support Liaison may chair the committee.

The committee chair attends executive board and general membership meetings.

## **Article VII - Committees**



**Bylaws:** The Bylaws Committee shall consist of (3-5) persons and be chaired by the President or a member selected by the executive board. *In the event a Bylaws Committee cannot be formed, the executive board may propose changes.*

A Bylaws Committee may be formed at a general membership meeting and must be an agenda item.

After the Bylaws Committee has been formed, the members shall meet and propose changes to the current bylaws. At the next meeting, the Bylaws Committee will propose these changes to the membership for review, this must be an agenda item. The third meeting the membership must vote to approve/adopt or oppose the proposed changes to the bylaws, this must be an agenda item.

#### **Reviewing and amending bylaws**

PA/PTAs must review and if necessary, amend their bylaws every three years and whenever the regulation is revised. After review, the bylaws must be re-adopted by a vote of the membership regardless of whether any amendments have been made. The title page must show the date of approval by membership and the signatures of the PA/PTA president and recording secretary at the time of adoption.

**Ad-Hoc Committees:** when an issue or situation arises that necessitates the establishment of a committee and Ad-Hoc Committee may be formed by the executive board to meet that need and dissolved when the need no longer exists by majority vote of the executive board.

#### **Title I: Title I matters are now handled by the PAC not the PTA.**

Each spring after immediately following the PA/PTA and SLT elections have been completed. The Title I PAC, Principal and PTA President will convene the parents. If necessary, an election will be held for a Title I chairperson, and alternate and any vacant PAC member seat no later than June.

The PAC in consultation with the principal and PTA President will again convene the parents and ask for additional committee members no later than October of each school year.

This body will serve as the consultative body for parents to engage in meaningful discussion of issues related to the school's Title I programs and policies.

#### **PAC:**

The office of Family and Community Engagement shall provide technical assistance to PACs that are developing and/or reviewing bylaws or parent involvement policies.

#### **The Title I PAC must:**

Plan with the Principal the Annual Title I meeting where Title I information and issues are included as a discussion on the agenda of a regularly scheduled association meeting. This meeting will be held no later than October.

Plan with the Principal Annual Title I consultation meeting. A review of Title I information and issues are included in this discussion.

Ensure that a Title I chairperson is elected each spring and additional committee members are solicited no later than October of each school year.

The Parent Advisory Council chair shall have one representative to the DPAC (District Parent Advisory Council).

#### **The Title I Chair must:**

In the beginning of each school year send a welcoming letter from the Title I PAC. This letter shall inform all eligible parents of the Title I parent structure and shall encourage their participation on school-level Title I issues. To recruit parents of Title I participating students for involvement in professional development opportunities, meetings, (including the required Annual meeting), conferences, and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs.

To provide information to parents of Title I participating students regarding Title I issues, and in consultation with other parents to bring questions, concerns, and ideas regarding the Title I related issues to the attention of school staff, administration, and other school community stakeholders. Ensure eligible Title I parents within the school community make the decision in regard to the expenditure of the Title I 1% allocation.

Ensure that the School's Parent Compact, the School's Parent Involvement Policy is distributed yearly school wide as per Federal Guidelines before it is put into effect.

Review and distribute the Title I Parent Advisory Council Guidance Policy, Goals and Objectives

Attend School Leadership Team meetings.

Develop a proposed spending plan and budget in consultation with other parents of Title I participating students recommending how the school's minimum Title I 1% (up to 5%) parent involvement allocation can be best utilized to support the needs of all Title I parents. Obtains Title I parent approval for expenditures of Title I 1% (up to 5%) parent allocations. Presents a written proposal based on parent input at the SLT meeting.

Maintains accurate records, which includes minutes and agenda. Provides a written monthly Title I report during the Title I PAC meetings.

Serve as the Title I representative to the District Title I Parent Advisory Council (DPAC) and shall be required to attend all district Title I parent leader meetings.

Assist with the transfer of Title I PAC records to the incoming Title I PAC officers prior to the end of their term of office.

It is important to note that the Title I parent involvement allocation (no less than 1%) cannot be used as the parent coordinator's budget. In addition, the parent coordinator does not oversee the implementation of the Title I parent involvement budget.

## **Article VIII - Financial Affairs**

### **Section 1. Fiscal Year**

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

### **Section 2. Signatories**

The president or co-presidents, treasurer, recording secretary and vice president shall be authorized to sign checks. All checks require at least 2 signatures. The two (2) signatories of a check may not be related by blood or marriage. There shall be 3 signatories at the bank. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### Section 3. Budget

The president shall request volunteers to form a budget committee of two to five (2-5) persons at the April general membership meeting. PTA's expenditures must be tied to the goals of the association, as determined by vote of the membership during a regular meeting where a quorum is achieved. This includes expenditures for parent education, workshops, and school-related purposes. Members of the association must decide how money raised for these purposes will be spent.

The outgoing executive board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills and assist the budget committee in preparing a proposed budget for the next school year. The proposed budget must be presented by the budget committee and approved by the membership no later than the May meeting.

The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time. A working budget must be adopted no later than October of each school year.

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

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

*The executive board is authorized to make an emergency expenditure not to exceed \$ **\$650.00** with a two-thirds approval of the executive board. **Emergency expenditures** are appropriate for the following purpose: Covid-19 expenses (Awards/Recognition). 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.*

### Section 4. Audit

*The president shall request volunteers to form an audit committee of two to five (2-5) persons. Executive board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.*

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. The audit committee may also recommend that an external audit of the association's financial records be conducted.

Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the expenditure of funds.

The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation no later than the June meeting. This report shall be included for review and discussion during the June transfer of records.

### Section 5. Financial Accounting

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. 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.

All funds should be deposited into the bank account by an authorized executive board members 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.

Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

Paper checks remain the preferred method of payment for goods and services. However, PA/PTAs may need to rely on other payment methods in certain circumstances, such as when a vendor does not accept checks, or when the PA/PTA are unable to access the checkbook. Use of payment methods other than checks must be approved by the membership.

### **Online Banking**

PA/PTAs that have established online access to checking accounts are able to make payments through their banks' online bill payment system. The online banking must be connected to the DOE outlook email address. This transaction must receive prior approval of the general membership, disbursement documentation must accompany the transaction and be signed by two officers.

### **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 with the membership's approval. ATM/Bank Cards must be linked to PA/PTA accounts only, linking the debit card to a personal account is prohibited.

(If you are using the same bank for a PA/PTA or President's Council and your personal banking) do not link your personal bank account to the PA/PTA or President's Council account when logging in to your personal account. In the event your accounts are linked together, you must take immediate steps to unlink the accounts.

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

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

### **ATM/Bank Cards prohibited use:**

- Third party applications such as (mobile phone wallets or any other electronic device)
- Linkage to your personal account (phone, uber, lift or any other transportation expenditures)
- Direct Donations
- Out of Pocket Reimbursements
- Receiving 'Cash Back' or 'Cash Refunds'
- ATM Cash/Bank Card Withdrawals are prohibited

### **ATM/Bank Cards (SECURITY AND STORAGE)**

ATM/Bank Cards must be stored on school/district property. When using the ATM/Bank Card, a signatory must keep the ATM/Bank Card on them and return to the locked location in the school building/district. In the event the PA/PTA & President's Council ATM/Bank Card is used and cannot be returned during school/district hours, the card should be kept in the designee's possession until the first available time the school/district office re-opens.

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.

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 signed by the authorized PTA members. All monies must be counted in school.

No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the Principal.

PTAs and Presidents' Councils must make every effort to deposit all cash received from a fundraising activity within one business day, but in any event, no longer than three business days. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds will be taken to the bank for deposit by at least two authorized members.

Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders. PTA minutes related to the expenditure, etc.

The treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The treasurer, president, recording secretary, and at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA executive board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the Principal before collecting fund raising proceeds from students. The treasurer and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within one business day of an activity deposit all monies, but in any event, no longer than three business days., deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

All collected monies for next day bank deposit must be secured on school premises.

There shall be no checks written out to cash or petty cash. The acceptance or use of an automated teller machine (ATM) card, debit card, or withdrawal slips is prohibited. Online, telephone banking and credit cards are also prohibited.

### **Non-Inurement Provision**

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall entitle to share in the distribution of any of the assets on dissolution of the organization.

The association's tax-exempt status may only be used for the benefit of the organization.

**Restrictive Legislation Provision**

No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

**Article IX - Amendments**

These bylaws may be amended at any regular membership meeting of the association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at a previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise stated in the motion. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language, which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines. The next formal review should be done for the **2024-2025** school year. These bylaws as set forth above have been voted on and approved by the Membership. The most recent amendment(s) were approved, in accordance with the provisions of Article IX, at the membership meeting held on

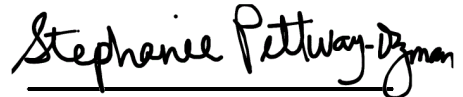
10/25/2022

Signed by:



President  
10/25/2022

(Month) (Day) (Year)



Recording Secretary  
10/31/2022

Month) (Day) (Year)

Filed with the Principal on 11/22/2022  
(Month) (Day) (Year)

Filed with the District on 11/23/2022  
(Month) (Day) (Year)

## **Article VI - Meetings**

### **Section 1. General Membership Meetings**

The general membership meetings of the association shall be held on the ~~\_\_\_4th\_\_\_~~<sup>3rd</sup>,  
\_\_\_Tuesday\_\_\_ of each month from September through June, unless such day falls on a legal  
or religious holiday. The ~~virtual~~ meetings shall be held at ~~\_\_\_6:00pm\_\_\_~~<sup>6:00pm virtually</sup>. ~~The hybrid alternate  
months meetings shall be held at either \_\_\_9:00am\_\_\_ or \_\_\_6:00pm\_\_\_.~~ In such instances, the  
~~meeting shall be held on the following or previous \_\_\_Tuesday\_\_\_ as determined by the  
executive board.~~ Written notice of each membership meeting shall be distributed in all  
applicable languages, where possible. A ten-calendar day notice shall be required prior to the  
scheduled meeting.

The meeting date may be moved to the previous or following week to coincide with a school  
function to maximize attendance with memberships prior approval. The date of distribution shall  
appear on all notices.

**At the beginning of every school year, the executive board must survey the parent  
members to determine the day, time, location, and format (in-person, virtual, or hybrid)  
for the monthly general membership meeting.**