



BYLAWS
OF
The PS3 Parent Teacher Association
School Community Council The John Melser Charrette School P.S. 3

APPROVED BY THE MEMBERSHIP ON **June 14, 2021**

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SECRETARY


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PS3 School Community Council Bylaws

Revised 6/30/2021

Article I - Name & Definitions

Name:

The name of the association shall be: PS3 Parent Teacher Association, [School Community Council, PS3, the John Melser Charrette School] herein referred to as the "PTA."

Definition:

Caregivers, who, for the purposes of these bylaws, means the student's parent (by birth or adoption, step-parent or foster parent) or legally appointed guardian, and any person in a familial or custodial relationship to a student currently attending PS3.

Article II – Objectives

- Foster cooperation and communication among teachers, between teachers and caregivers and between the administration and all elements of the school.
- Support the teachers, staff and principal by supplying additional resources, in the form of funding or labor, to aid them in fulfilling the educational needs of our children at PS3.
- Provide resources for programs and tools of special value to the parent/family community that may not be fully provided for under the DOE school budget (such as science/STEM curriculum and programs).
- Create, foster, and maintain programs on the arts incorporating disciplines such as STEM, history (social studies), and physical education that encourage children to learn from other children of different ages, abilities, and backgrounds.
- Provide information to PTA members regarding policy developments of PS3 administration, the Department of Education as well as Local, State and Federal Governments directly impacting the education of students at PS3.

- Provide information to PTA members about the organizational structure of PS3 including the roles and responsibilities of the Administration and the various parent/guardian/caregiver-teacher bodies including the PTA, SLT, etc.
- Provide a democratic structure through which PTA members may voice their concerns, desires and goals for the education of the students at PS3, appropriately to the PS3 administration, the Department of Education or the Local, State and Federal Governments.
- Encourage an active relationship between the local community and the school and the involvement of the school in the city, the nation and the world.
- Create and maintain an open, inclusive, and welcoming community environment for parents/guardians/caregivers and staff.
- The PS3 PTA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), immigration status, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Article III - Membership

Section 1: Eligibility

1. Parent/Guardian/Caregiver Eligibility - Membership in the PTA shall be limited to parent/guardian/caregivers, who, for the purposes of these bylaws, means the student's parent (by birth or adoption, step-parent or foster parent) or legally appointed guardian, and any person in a parental or custodial relationship to a student currently attending PS3. All parent/guardian/caregivers 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 members of their automatic membership status and voting rights.

2. Staff Eligibility - Membership in the PS3 PTA is also open to all teachers and staff currently employed at PS3. As stated in Chancellor Regulation A-660, principals, assistant principals and supervisors may not be members of the PTA. Only caregiver members may vote to extend or withdraw membership to teachers and other staff members.

Section 2: Donations

Donations are not a requirement for membership, voting or running for office.

Section 3: Voting Rights

1. Each member of the PTA shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.
2. Each teacher or staff member currently employed at PS3 shall also be entitled to one vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660.
3. Staff members shall include paraprofessionals, school aides, school secretaries and food service workers.

Section 4: Notices

1. Any required notices to be given to the membership shall be distributed via by means calculated to reach all caregivers (e.g., email, automated call, backpack, or postal mail). Notification of General Membership meetings shall go out at least 10 days prior to meeting.
2. Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by caregivers, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed.

Section 5: Restrictions

Pursuant to Regulation of the Chancellor A-660 Section I.D.2., school supervisory staff such as principals, assistant principals and supervisors may not be members of the PTA .

Article IV - Officers/Members-At-Large

Section 1: Titles

1. The members of the PTA Executive Board shall be:
 - 1 President or 2 Co-Presidents
 - 1 Vice President or 2 Co-VPs
 - 1 Treasurer or 2 Co-Treasurers

1 Secretary or 2 Co-Secretaries

(2 - 6) Members-At-Large, (one to be held for an incoming parent/guardian/caregiver)

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

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

Section 2: Term of Office and Term Limits

1. The term of office shall be from July 1st through June 30th. Officers shall be elected at the June General Membership meeting of the PTA to be held no later than the third Friday in June for a one-year term beginning July 1. Eligibility for office is limited to parent/guardians/caregivers (as defined in Article III).

2. Term limits for each officer position for the PTA shall be two consecutive one-year terms.

3. A caregiver may be elected to serve in a third term provided no other interested candidate is nominated and willing to serve.

Section 3: Duties of Officers

1. President or Co-Presidents:

- The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee.
- The President or Co-Presidents shall provide leadership for the members.
- The President or Co-Presidents 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 provide updates of Executive Board activities at monthly PTA meetings.

The President or Co-Presidents are responsible for facilitating the appointment of chairpersons of PTA committees with the approval of the General Membership.

- The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all caregiver and school activities.
- The President or Co-Presidents will meet regularly with the school principal to discuss matters concerning the school and act as liaison(s) between the school administration and PTA members.
- The President or one of the Co-Presidents will act as one of the signatories on checks.
- The President or Co-Presidents will represent the PTA on region/district committees.
- 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 must serve as a member of the School Leadership Team and the District President's Council. In the event that the PTA elects co-presidents, the remaining Executive Board members in consultation with the PTA will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the District President's Council. If the President or Co-President is unable to attend district presidents' council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by a vote of the membership. The results of such vote must be recorded in the minutes of the meeting.

2. 1st Vice President:

- The Vice-Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request.
- The Vice Presidents shall attend Executive Board meetings to discuss and facilitate the business of the PTA.

- The Vice Presidents will assist with the June transfer of PTA records to the incoming Executive Board.

3. 2nd Vice President:

- The Vice-Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co- Presidents' request.
- The Vice Presidents shall attend Executive Board meetings to discuss and facilitate the business of the PTA.
- The Vice Presidents will assist with the June transfer of PTA records to the incoming Executive Board.

4. Recording Secretary or Co-Recording Secretaries: Minutes and Documentation

- The Secretary or Co-Secretaries shall create the official record (minutes) of the proceedings and actions of all PTA meetings.
- The Secretary or Co-Secretaries shall prepare and read the minutes of the previous General Membership meeting at each General Membership meeting and shall make copies of the minutes available upon request. PTA's records must reside on school premises.
- Secretary or Co-Secretaries shall create notices, agendas, sign-in sheets and materials distributed.
- The Secretary or Co-Secretaries shall be responsible for signing and incorporating all amendments into the bylaws and ensuring that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office.
- The Secretary or Co-Secretaries shall disseminate, in advance, proposals to be submitted to the General Membership at PTA meetings.
- The Secretary or Co-Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA.
- The Secretary or Co-Secretaries will assist with the June transfer of all PTA records to the incoming Executive Board.
- The Secretary or Co-Secretaries shall meet regularly with the Executive Board members in accordance with these bylaws to take minutes and to discuss and facilitate the business of the PTA.

5. Treasurer or Co-Treasurers: Budgets and Financials

- The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA.
- The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises.
- The Treasurer or one of the Co-Treasurers shall be one of the signatories on checks.
- The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PTA. The Treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period.
- The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports.
- The Treasurer or Co-Treasurers shall make available all books or financial records for viewing by members upon request and for audit.
- The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.
- The Treasurer or Co-Treasurers shall act as the head of the budget committee and shall consult with the Executive Board and General Membership regarding the budget process.
- The Treasurer or Co-Treasurers shall meet regularly with the Executive Board members in accordance with these bylaws to discuss and facilitate the business of the PTA.

6. Members-At-Large:

- The Members-At-Large shall attend Executive Board meetings to discuss and facilitate the business of the PTA.
- The Members-At-Large will assist with the June transfer of PTA records to the incoming Executive Board.

Section 4: Election of Officers and School Leadership Team Members

The yearly election of officers of the PTA (with the exception of the Member-At-Large seat reserved for a new caregiver) must be held between the third Wednesday in May and the third Friday in June. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe.

4.1. Nominating Committee: A nominating committee shall be established during the February General Membership meeting. This committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the General Membership. The remaining members of the nominating committee shall be selected by the President or Co-Presidents, subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson. No person employed at PS3 shall be eligible to serve on the nominating committee.

a. Members of the nominating committee are not eligible to run for office.

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

- Objective: To make every effort to create an inclusive board that is reflective of the diverse nature of the school community.
- canvassing the membership throughout the months of February – May for all eligible candidates in ways that maximize member participation;
- any written notices soliciting recommendations must be distributed to the entire membership;
- preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by caregivers in the school. Any written notices soliciting recommendations must be distributed to the entire membership.
- preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the May meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election eligibility shall be determined in consultation with the principal and his/her designee. Caregiver members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. Caregiver members with one child graduating and another child entering the school may only run for a non-mandatory office during spring elections. The principal must certify to the membership that the candidates being considered are eligible to run for office;
- reporting the names of previously nominated candidates during the May meeting;

- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May meeting, to be held beginning the third Wednesday in May;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- notifying the principal of the date and time of the election in writing by April 1; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all caregivers and convene a meeting in May to form a nominating committee and schedule elections;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting; the principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots;
- completing the spring election during the June meeting to be held no later than the third Friday in June;
- ensuring that the election is certified by the principal or his/her designee immediately following the election;
- maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/can not be formed by the end of February, the Executive Board for the following school year shall be determined based upon a special expedited elections pursuant to Article IV, Section 8 and Chancellor's Regulation A-660 by no later than the second Friday in June.

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

4.3 New Parent/Guardian/Caregiver Member-At-Large Election: The election for the Member-At-Large seat reserved for a new caregiver will be announced by email and/or other methods in the summer and again at the September General

Membership meeting. Nominations and election will take place at the October General Membership meeting.

4.4 School Leadership Team Nominations and Elections: School Leadership Team Caregiver member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May General Membership meeting notice. Nominations for School Leadership Team Caregiver members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.

- a. Eligibility: Parents/Guardians/Caregivers from the school are eligible to be elected by the school's PTA to serve on the SLT. Caregivers may not serve on the SLT as a caregiver member in schools in which they are employed, but they may serve in other schools where they have a child in attendance. Caregivers may be elected to serve on more than one SLT as long as they meet the requirements set forth in this regulation. Caregiver members of the CEC (and in an election year, candidates for the CEC) may serve as caregiver members of an SLT in the school their child attends.
- b. Election: Notice of the Election of School Leadership Team members will be included in the notice of the General Membership meeting. Election of School Leadership Team members shall take place following the election of the Associations' Executive Board at the June General Membership meeting.
- c. Vacancy: A vacancy shall be filled by a special expedited election held at a General Membership meeting.

4.5 Contested Elections and Use of Ballot

- Written ballot shall be used in all contested elections and selections made by members shall be anonymous.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated.
- Names of candidates for the positions of co-presidents must be listed as a team.

- Ballots shall be printed with voting instructions in English and other languages spoken by caregivers in the school, as needed.
- Ballots shall be distributed once voter eligibility has been established. The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA. This verification must occur prior to the distribution of ballots.
- Ballots shall be counted immediately following the election and in the presence of the members. Ballots must remain in the meeting room until the election meeting has been adjourned.

Ballots must not be removed from the school. The PTA 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.

4.6 Candidate Rights in Contested Elections: During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

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

4.8 Presence for Vote: A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.

4.9 Uncontested Elections: If there is only one candidate for an office, a member must make a motion for the recording secretary to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

Section 5: Certification of the Election

The results of the election shall be announced by the chairperson of the nominating committee or by a member of the nominating committee selected to conduct the

nominations and election process. The principal or her/his designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PTA complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit the Division of Family and Community Engagement to forward their personal phone number and/or email address to the appropriate president's council.

Section 6: Vacancies

The PTA shall notify the principal in writing of any vacancy in an office within 5 school days. Any vacancy shall be filled by succession, or, if succession fails to fill the mandatory officer positions (President, Secretary and Treasurer), by a special expedited election. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by October 15th.

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. The ranking of officers shall be as follows: President or Co-Presidents, First Vice President, Second Vice President, Treasurer or Co-Treasurers and Secretary or Co-Secretaries. In the event that the core mandatory offices (President, 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 secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the President or Co-Presidents. Upon resignation of any co-officer, the membership must vote to determine if the remaining co-officer may fill the unexpired term on his/her own, or whether a special expedited election must be held.

Section 7: Special Expedited Election Process

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

7.1 Circumstances

Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill an office vacancy by succession.

7.2 Written Notice

Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 school days before the meeting.

7.3 Conducting Special Expedited Elections

A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

7.4 Voting

When there is more than one candidate for an office written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 8: Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board 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 explaining his/her reason for not attending these meetings for the Board's consideration.

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

- A motion is presented by any PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the General Membership present.
- The majority of the review committee must be comprised from the General Membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. The committee must consider all pertinent facts and information. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a General Membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee.

- The PTA's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The General Membership shall then vote to remove or absolve the officer(s).

Article V - Executive Board

Section 1: Composition

The Executive Board shall be composed of the elected officers and Members-At-Large of the PTA.

Persons employed at PS3 shall be ineligible to serve as an elected officer or Member-At- Large of the PTA.

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

Section 2: Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly September through June meetings and will take place either at 8:30am or 6:15pm the Tuesday or Friday prior to a General Assembly Meeting. If such a day is not a school day, then the meeting shall be on the next succeeding school day that is not immediately before or after a Saturday, Sunday or school holiday. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership 10 days notice of the rescheduled meeting.

Executive Board meetings are open to all caregivers; however, individuals who are not caregivers of students in the school may only attend Executive Board meetings with the approval of the Executive Board.

Section 3: Voting

Each member of the Executive Board shall be entitled to one (1) vote.

Section 4: Quorum

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Section 5: Contact Information

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer. The list shall not include home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the PTA to maintain such information. The list must be updated regularly and be available in the principal's office. The list must also be posted on caregiver bulletin boards and the website., distributed to caregivers at the beginning of the school year and made available upon request by any member.

Section 6: Treasurer's Report

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

Article VI - PTA Meetings

Section 1: General Membership Meetings

The General Membership meetings of the PTA shall be held at 8:30AM or 6:15PM on the 2nd Tuesday of each month from September through June unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following week or previous week as determined by the Executive Board. Upon review of these bylaws or motion of a member at any General Membership meeting, the Executive Board shall survey the General Membership to determine whether the schedule for the day and time of General Membership meetings should be changed. The Executive Board shall have the power to reschedule General Membership meetings in the event a scheduled General Membership meeting conflicts with another school event or legal or religious holiday. Written notice of each membership meeting shall be provided at least ten calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices.

All meetings, including committee and Executive Board meetings must be held in the PTA's home school. Under no circumstances are General Membership meetings to be held in private residences or commercial venues.

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

General Membership meetings are non-exclusive and open to the general public. Non- members may observe meetings, but may only speak and otherwise participate with the approval of the Executive Board.

Section 2: Order of Business

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

- I. Presidents' Welcome - Call to order
- II. Reading and Approval of Minutes
- III. Principal's Report
- IV. Parent Coordinator's Report
- V. President's Report
- VI. Treasurer's Report
- VII. Committee Chair Updates
- VIII. School Leadership Team Update
- IX. Old Business
- X. New Business
- XI. Adjournment

Section 3: Quorum

The quorum for a general membership meeting must consist of representation by at least 20 (twenty) PTA members, including a minimum of 2 (two) executive board members and 18 (eighteen) caregiver and teacher members. 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 must be recorded at all general membership meetings. A draft of the minutes must be distributed at the next scheduled meeting for review and approval by the general membership.

Section 5: Special Meetings for Membership

1. A special meeting for Membership of the PTA may be called (by membership or the Executive Board) to deal with a matter of importance that cannot be postponed until the next General Membership meeting. The president/co-presidents may call a special meeting for Membership with a minimum of 48

hours written notice to members stating precisely what the topic of the meeting will be.

Upon receipt of a written request from 25 PTA members, the President or Co-Presidents must call a special membership meeting within five working days of the request and with 48 hours written notice to all members.

2. Special meetings of the Executive Board may be held in accordance to the same rules for special membership meetings.

Section 6: Parliamentary Authority

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

Article VII – Committees

Committees shall be established by the Executive Board with approval of the General Membership. Committee participants may select a committee chair or co-chairs, otherwise one will be appointed by the Executive Board subject to the approval of the General Membership.

Section 1: Standing Committees

The standing committees of the PTA are the following:

- 1.1.** Budget: The budget committee is chaired by the Treasurer or Co-Treasurers and shall be responsible for:
 1. drafting a proposed budget each spring for approval by the membership;
 2. creating a written review of the prior year's budget, along with the proposed budget must be presented for vote at the June membership meeting, and;
 3. presenting the budget process. (See Article VIII, Section 3.)
- 1.2.** Financial Planning Sub Committee: This sub-committee is organized in February to seek input from the General Membership regarding the spending of funds raised through PTA activities. A special General Membership meeting, or a

series of meetings may be held for this specific purpose. This sub-committee may be, but is not required to be lead by the Treasurer or one of the Co-Treasurers.

1. At the start of new fiscal year, the Financial Planning Sub Committee will work with the Treasurers and financial Accountant to prepare the tax filing for the fiscal year that closed. Deadline goal to file by Nov 1st.

1.3. Audit: In January an external audit of all financial affairs of the organization may be conducted unless an audit committee is formed to conduct an internal audit. The Treasurer or Co-Treasurers shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented at a general membership meeting or upon completion of their review and investigation.

Section 2: Ad Hoc Committees

Ad hoc committees may be created as need arises throughout the year. Members interested in forming a committee must make a proposal to the Executive Board and be approved at one of the scheduled General Membership meetings of the PTA. If approved, committee participants may select a committee chair or co-chairs, otherwise one will be appointed by the Executive Board subject to the approval of the General Membership.

Section 3: Communication and Accessibility of Committees

All committee meetings are open to the general membership and meeting dates must be publicized 10 days (or as soon as possible) in advance through the established communication outlets of PS3. Meeting must take place on PS3 premises. The Secretary or Co-Secretaries can be utilized to help facilitate this communication.

Article VIII - Financial Affairs

Section 1: Fiscal Year

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

Section 2: Signatories

The President or Co-Presidents and Treasurer or Co-Treasurers, shall be authorized to sign checks. All checks require the signature of at least two officers, one of whom must be either the Treasurer or one of the Co-Treasurers. The 2 signatories of a check may not be related by blood or marriage or members of the same family or household. A PTA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3: Budget

The budget committee shall be chaired by the treasurer. The committee shall be responsible for the development and/or review of the budget process, which includes:

- The creation of the Financial Planning Sub-Committee in January or February. Committees begin evaluating their needs and submit proposals to the Financial Planning sub-committee for major expenditures for the following year. This process continues until a concise budget is created. Progress on the budget is reviewed at the general membership meetings until the budget is voted on by June.
- The committee shall create a written review of the prior year's budget for discussion at the May membership meeting.
- The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting. A copy of the budget shall be submitted to the principal upon approval by the membership.
- The incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.

3.1. Additional Rules Governing the Creation and Amending of the Budget Include:

- Financial records of the PTA (e.g., all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.
- No checks may be written payable to cash or petty cash.

- All expenditures of funds by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- Budget amendments which are less than \$1,000 may be approved by the General Membership at any General Membership PTA meeting.
- In the case of budget amendments exceeding \$1,000, approval cannot occur at the same General Membership meeting the expenditure was proposed. Voting must take place at the following General Membership meeting with 10 school days notice to the General Membership.
- Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting. Failure to obtain membership approval before initiating a fundraising activity is a violation of this regulation.
- To be reimbursed for out of pocket expenses, PTA members must submit all receipts along with a Request for Reimbursement Form signed by the appropriate committee chair and submitted within 30 days of the event/expense. Any out-of-pocket expenditure should be within the allocated budget line and have prior approval of the committee chair. Reimbursement must be made by check payable to the member, and not in cash. Requests for reimbursement must be submitted within 30 days of the receipt date and within the year of the designated budget.
- The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$1,000. Any such emergency expenditure shall be reported at the next General Membership meeting and have an opportunity to vote upon whether the expenditure was an appropriate use of funds.
- Funds collected at PTA events are generally not designated for specific purposes. However, special exceptions may be made if approved by a vote of the General Membership. In these cases, funds must be allocated solely for the designated purpose. Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 4: Collection and Depositing of Funds

- 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 signatures of the PTA members who participated in counting the funds
- No caregiver or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
- All funds shall be deposited in the bank account by authorized Executive Board members within 24 hours of receipt, whenever possible.
- No funds shall be kept in a member's home but shall be secured and locked in the school.
- PTA funds must be taken to the bank for deposit by at least 2 authorized members.
- The Treasurer or Co-Treasurers, Secretary or Co-Secretaries, 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, caregivers must obtain written approval from the principal before collecting fund raising proceeds from students.
- The Treasurer or Co-Treasurers and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips.
- The Treasurer or Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the PTA in a responsible banking institution selected by the PTA.
- All collected monies for next day bank deposit must be secured on school premises.

Section 5: Audit

The president or co-president shall request volunteers to form an audit committee of three to five (3-5) persons by January. 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 PTA 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 PTA'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 PTA 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 at a General Membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records. The audit committee's findings must be reported to the membership at the next general membership meeting and recorded in the meeting minutes. The audit committee must provide a copy of their findings to the principal.

Section 6: Financial Accounting

A written Treasurer's report must be given at every General Membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and posted on the caregiver bulletin board.

The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by General Membership. Copies of these reports shall be provided to the principal.

The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. All records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

The use of withdrawal slips and ATM cash are prohibited.

The PTA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. All members present must sign a review sheet identifying the reviewed documents. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

Article IX - June Transfer of Records

All PTA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members including:

- all parent/guardian/caregiver contact information obtained during their term of office;
- contact information for all committee heads;
- PTA's bylaws;
- meeting notices, agendas and minutes from both General Membership and Executive Board meetings;
- Financial records;
- Information on the method of record keeping, financial or otherwise, used by the PTA;
- Any other information that would be helpful.

This transfer of information should take place in person and must occur on school premises in the presence of the principal, the next practicable days after the election. Outgoing Executive Board members may not retain copies of PTA records.

Article X - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language that does not conform to Chancellor's Regulation A-660 and Department of Education guidelines. Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the PTA, without the notice required by the preceding paragraph, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660. 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 June 14, 2021.

Signed By:

A handwritten signature in black ink, appearing to be 'C. J. A.', written over a horizontal line.

President

Secretary

(Month) (Day) (Year)