



# BYLAWS

OF

The P.S. 130 PTA

APPROVED, AS AMENDED, BY THE MEMBERSHIP  
ON APRIL 13, 2022

Melissa Boller  
PRESIDENT'S NAME

[Signature]  
PRESIDENT'S SIGNATURE  
4/20/22  
DATE

Regan Vidiksis  
OFFICER'S NAME  
Treasurer  
TITLE

[Signature]  
OFFICER'S SIGNATURE  
4/20/22  
DATE

## **Article I - Name**

The name of the association shall be the **PS 130 PTA**.

## **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 develop a cooperative working relationship between the parents and staff of our school;
3. To develop parent leadership and build capacity for greater involvement by all parents in our school community;
4. To foster and encourage parent participation on all levels; and
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, and persons in parental relation to students currently attending PS 130. Parents, legally appointed guardians, or persons in parental relation to students on the register at PS 130 are automatically members of the PTA. In the beginning of the school year, the PTA shall send a welcome letter to inform parents of their automatic membership status and voting rights.

The term parent is defined as any person in a parental or custodial relationship to the student, which includes the following:

- i. Birth parent
- ii. Adoptive parent
- iii. Foster parent
- iv. Stepparent
- v. Legally appointed guardian
- vi. Person(s) in parental relation<sup>[1]</sup>

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

Membership is open to all teachers currently employed at PS 130.

Section 2 Donations

Donations are not a requirement for membership, voting, or running for office. The executive board may decide to request that each member make a voluntary donation, in an amount established by the board annually.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at PS 130 shall be entitled to one vote on all matters presented at general membership meetings. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at PS 130 shall be entitled to one vote.

The right of any member to vote is subject to the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660). No member shall vote on any matter in which they have a direct or indirect financial interest.

**Article IV – Officers**

Section 1 Titles

The Executive Board shall be comprised of the PTA Officers (the "Officers"). The Officers may include but are not limited to the following: **President or Co-Presidents, Vice Presidents (4), Recording Secretary, Communications Secretary, Treasurer** and **one (1) to eight (8) Members at Large**. The association must elect the mandatory core officers (president, recording secretary, and treasurer) in order to be a functioning association.

Co-Presidents

In the event that two eligible parent members are interested in running for the sole office position of President, the association may take nominations for the positions of Co-Presidents. Co-officers must run together as a slate in order to serve together. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election. Co-Presidents will assume the duties of the President outlined below. The term of office for Co-Presidents shall be for one year as outlined below.

Additional executive board officers may be elected as needed, but the creation of those additional officer positions must be presented for approval by a simple majority vote of the general membership.

There shall be no qualifications for any office other than to be a parent, legal guardian or person in parental relation of a child attending PS 130. Persons

employed by PS 130, including parents, may not serve as officers.

## Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30<sup>th</sup>, except Member(s) at Large, whose term limits shall be from October 1 through June 30<sup>th</sup>. Officers other than the Member(s) at Large shall be elected no later than the second Friday in June for a one-year term beginning July 1. Member(s) at Large shall be elected at the September association meeting. Term limits for each officer position for the association, including chairpersons of Standing Committees, shall be two consecutive one year terms. Candidates 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

- 3.1 President 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 delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president (see bylaws provision below) shall attend all regular meetings of the Presidents' Council (except as agreed otherwise by the executive board), and shall be a core member of the School Leadership Team. In the event the association elects co-presidents, 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 which co-president will serve as the school's representative to the region/district presidents' council. 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 eligible signatories on checks. The president or either of the co-presidents or his/her/their designee shall represent the PTA on region/district committees. The president or co-presidents shall assist with the June transfer of association records to the incoming executive board.
- 3.2 Vice Presidents (4): All four vice presidents shall be available to assume the duties of the president in his or her absence, or to assist the President as requested. All Vice-Presidents shall assist with the June transfer of all association records to the incoming executive board.
- 3.2.1 Vice President, after-school enrichment: The duties of this Vice President shall include serving as the Chair of the After-school Enrichment Committee and organizing and administering the after-school enrichment program.
- 3.2.2 Vice President, fundraising: The duties of this Vice President shall include, but not be limited to, serving as the Chair of the Fundraising Committee, and administering and coordinating fundraising activities of the PTA, with

the support and assistance of the fundraising committee and ad hoc committees, and members as appropriate.

3.2.3 Vice President, event planning: The duties of this Vice President shall include, but not be limited to, appointing and guiding each event chair and committee in the planning, preparation, and execution of the fundraising events approved by the PTA. The Vice President of Event Planning will work closely with the Executive Board to coordinate and optimize revenue generation for each event. Members-at-Large, working with the Vice President of Event Planning, are expected to chair events or take on other major events roles during the year. The Vice President of Event Planning will host, or appoint a member-at-large to coordinate and execute, the Pre-K and Kindergarten Welcome Party that occurs in August before school begins.

3.2.4 Vice President, community affairs: The duties of this Vice President shall include, but are not limited to, serving as Chair of the Financial Review Committee, and organizing and administering the community-facing work of the PTA, including participatory budgeting and other opportunities to engage with our broader community and other schools, as appropriate to serve the interests of the PTA.

3.3 Recording Secretary: The recording secretary shall record the official record (minutes) of the proceedings and actions of all association meetings. In coordination with the president and communications secretary, responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed, and providing assistance to the communications secretary as appropriate. The recording secretary shall be a member of the membership committee. The recording secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. He/She/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 bylaws with the latest amendments are on file in the principal's office. The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

3.4 Communications Secretary: The communications secretary shall facilitate communication between parents and the PTA, and work to ensure that all parents are informed about the activities of the PTA. He or she shall work closely with the Parent Coordinator to ensure effective communication with parents, in the major languages spoken by families in the school. The communications secretary will coordinate the PTA's website content, social media activity, and message platform updates, and communicate with class parents about PTA events or other matters as appropriate. The communications secretary shall assist with the June transfer of all association records including passwords and access to communication accounts to the incoming executive board.

3.5 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. The treasurer shall adhere to and implement all financial procedures established by the association and CR A660. The treasurer shall present and be prepared to provide copies of a written financial report at all association meetings. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare and provide the January 31 interim and June annual financial accounting reports. He/She/They shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all association records to the incoming executive board. The treasurer shall be responsible for ensuring that the PTA's annual tax return is filed accurately and on time, as required by the IRS.

- 3.6 Member(s) at Large: One to eight members at large shall participate in all deliberations of the Executive Board and vote on matters before the Board. They shall perform such tasks (including the chairing of committees or coordinating PTA events) as may be assigned by the president, with the approval of the Executive Board.
- 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 of co-presidents, refer to Article IV, Section 3.1 of the association's bylaws.) The president or co-presidents may, with approval of the Executive Board, delegate another member of the Board to serve as the PTA representative on the SLT. All other parent member representatives shall be elected by the general membership.
- 3.8 General duties

All members of the Executive Board shall make best efforts to attend PTA meetings and regularly participate in scheduled PTA activities.

#### Section 4 Election of Officers

The yearly election of all mandatory officers of the association (president, treasurer and recording secretary), co-vice presidents, and the communications secretary must be held by the second Friday in June. Elections for the members at large shall be held at the September meeting of the association. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election at least two weeks prior to the second Wednesday in May.

Employees of PS 130 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS 130.

- 4.1. Nominating Committee: A nominating committee shall be established during the February general membership meeting, which shall consist of three to five members. The majority of the committee members 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 PS 130 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 he/she/they 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 for candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, at least ten calendar days in advance of any meeting(s), in English and other languages spoken by parents at the school, in accordance with CR A-660;
- notice regarding nominations must include information about the executive board positions to be filled, the mechanisms by which parents can become candidates for PTA office and the date nominations close, and a statement that the only qualification for all offices is that the candidate be a parent of a child in the school;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election immediately following the April meeting; this includes setting up the **virtual remote platform (VPR)** polls with candidate name and, breakout rooms for staff to enter during the election
- determining and verifying the eligibility of all interested candidates prior to the election;
- reporting the names of previously nominated candidates during the April meeting;
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the April meeting;
- 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 of the election in writing two weeks prior to the second Wednesday in May;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting; in the case of a virtual election, ensuring those not eligible to vote enter a breakout room at the time of the vote.
- completing the Spring election during the General Membership Meeting held in May. If mandatory officers are not elected in May, then an expedited election will occur at a single meeting no later than the second week in June.
- ensuring that the election is certified by the principal or his/her/their designee immediately following the election; and
- maintaining on file (on school premises) the ballots from any contested election for a period of one year or until a determination of any grievance filed whichever is longer.

If a nominating committee cannot be formed by the end of February the association must proceed with an expedited election no later than the second week in June. The expedited election will occur at a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

- 4.2. Co-presidents: In the event that two members are interested in running for the shared office of president, they may be nominated together as a slate of co-presidents.
- 4.3. The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR-A-660's notice requirements, but in no event less than ten (10) calendar days prior to the election. All meeting notices and agendas shall be available in English and translated into the major languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. The notice shall list all candidate names in alphabetical order by surname under the office for which they are nominated, if nominations are closed.
- 4.4. Voting Requirements: There shall be one vote per member. Voting by proxy or absentee ballot is prohibited.
- 4.5. Candidate statements  
In the event of a contested election, all candidates for office shall have an opportunity to present a statement to the membership that will be distributed to parents. At the election meeting, each candidate shall be offered an opportunity to address the membership prior to voting. If a candidate is not present, he or she may select another member to read the candidate's statement.
- 4.6. Contested Elections and the Use of Ballots:
  - In-person, written ballots
    - Names of candidates shall appear on the ballot in alphabetical order by last name under the title of the office(s) for which they were nominated.
    - Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
    - Ballots shall be distributed once voter eligibility has been established by the principal or designee (who must be a school employee).
    - Ballots must remain in the meeting room until the election meeting has been adjourned.
    - Ballots must be counted immediately following the conclusion of voting and in the presence of members.
    - Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If he/she/they will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary. The association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
  - VRP voting
    - A printed record of electronic ballots must be maintained among the



- records of the association and be made available upon request
- Records of votes in a PA/PTA election meeting conducted remotely must be retained by the PA/PTA for one year or until the determination of any grievance filed concerning the election, whichever is later.

4.7. Uncontested Elections:

In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers at the meeting where nominations are closed. The result of the vote must be recorded in the minutes.

4.6 Unfilled Positions:

In the event that any of the non-mandatory board positions remain unfilled after the spring election, the Executive Board shall hold a special election in September or October to elect those officers.

4.7 SLT Parent Member Elections:

The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as PTA officer elections after the election of PTA officers has concluded.

Section 5 June Transfer of Records

The outgoing executive board members shall arrange for the orderly transfer of records and information of the PA, which shall include an overview of all PA transactions for the school year, to the incoming executive board members, including all parent contact information obtained during their term of office, a list of Association vendor accounts, and internet logins. At least two meetings will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the district or region presidents' council during this process.

Section 6 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.

Section 7 Vacancies

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by one of the vice presidents (by agreement of the board) or next highest ranking officer. In the event that the mandatory offices (President, Recording Secretary and Treasurer) cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all association records. In the event of a resignation of the secretary, he/she/they must transfer records to the President or

Co-Presidents.

## Section 8 Special Expedited Election Process

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 a special election 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.

## Section 9 Removal From Office / Disciplinary Action

### 9.1 Grounds for removal from office:

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

### 9.2 Officer Removal:

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

#### a. Removal Process

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. The majority of the members of the review committee must not be executive board members. This committee will gather information (such as by examining documents, interviewing witnesses, etc.) and provide the Association with a recommendation in writing based on all pertinent facts and information, within 30 days of the motion to remove an officer. The officer(s) against whom charges are being contemplated has a right to present relevant facts, documents and witnesses.
- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.

- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

## **Article V - Executive Board**

### Section 1      Composition

The executive board shall be composed of the elected officers of the association (and chairpersons of standing committees). Officers are expected to attend all executive board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason for repeated nonattendance is rendered in writing.

### Section 2      Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first Monday of each month at 6:00pm unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous Monday. The Executive Board may agree upon meeting at a different time and/or regularly meeting more frequently than once a month. If the Executive Board does agree upon a different time for its meetings, the revised meeting time shall be communicated to the general membership in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.

### Section 3      Voting

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

### Section 4      Quorum

Four (4) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

## **Article VI – General Membership Meetings**

### Section 1      General Membership Meetings

- 1.1. Unless altered by agreement of the Board with input from the general membership and the principal, the general membership meetings of the association shall be held on the third Thursday of each month from September through June at 6:00p.m. If such a date falls on a legal or religious holiday, or within a school break, the meeting shall be held on the following or previous Thursday, as determined by the executive board. Written notice of each membership meeting shall be distributed in all applicable languages, whenever

possible. Ten calendar days notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices. If a general membership meeting must be rescheduled at a different time, written notice shall be distributed to parents and the revised information shall be posted in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.

- 1.2. **Virtual Remote Platform (VPR)** refers to remote platforms used for meetings conducted online, including but not limited to Zoom, Webex or Google Meets.
- 1.3. Meetings may be in person, hybrid, or virtual.
  - a. In an appropriate location that is accessible to people with disabilities within the school for in-person and hybrid meetings.
  - b. Meetings may be conducted virtually on a platform that allows for a dial-in option.
  - c. Hybrid meetings must be physically convened in the school building. PA/PTA bylaws may provide that members participating from remote locations may be counted toward quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings.
  - d. Committee meetings may be held virtually or at locations convenient to the members
- 1.4. All eligible members may attend and participate in general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.5. Observers may speak or otherwise participate, if acknowledged by the presiding officer.

## 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
- Reading and Approval of Minutes
- Principal's Report
- School Leadership Team Report
- President's Report
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

## Section 3 Quorum

A quorum of 20 members of the association (including at least nine general association members and three executive board members) shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any association meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

- 5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 In addition, upon receipt of a written request from five (5) association members, the president must call a special membership meeting within 5 calendar days of the request and with 48 hours written notice to parents.

Section 6 Parliamentary Authority

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

**Article VII - Committees**

Section 1 Standing Committees

The PTA shall have the following standing committees:

After-school Enrichment: The After-school Enrichment Committee shall have responsibility for establishing the vision, mission and programmatic direction of the after-school enrichment program. The chairperson of the Committee shall be the Vice President of After-School Enrichment. The committee shall consist of the committee chairperson, and additional parent volunteers, who meet at least once a month throughout the year to oversee the management of the program. The committee shall adopt the policies and practices necessary for the overall operation and administration of the program.

Financial Review: The financial review committee shall conduct an internal financial review or shall recommend that an external audit of all financial affairs of the organization be conducted based on their initial findings. The treasurer shall make all books and records available to them. The financial review 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.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote no later than the June membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Fifth grade committee: The Fifth Grade Committee shall be responsible for sharing information about middle school with fifth grade families and organizing fundraisers to support the fifth grade activities. The Chair or Co-Chairs of the Fifth Grade Committee shall attend executive board meetings, and keep the board advised about Fifth Grade activities and fundraising.

Fundraising: The Fundraising Committee shall be responsible for coordinating the fundraising activities of the PTA, including but not limited to fundraising events and the annual appeal. It shall work closely with the Executive Board and school administration to determine fundraising goals, and with the ad hoc committees to coordinate their activities as appropriate. The chairperson of the fundraising committee shall be the Vice President of Fundraising.

## Section 2 Ad Hoc Committees

- 2.1 Ad hoc parent involvement committees shall be created from time to time and exist to fulfill the PTA's objectives. These committees include, but are not limited to, the following: Art Committee, Garden Committee, Music Committee, Health & Nutrition Committee, Science Committee, Technology Committee, and the Yearbook Committee. Each Committee shall be chaired by a member of the Executive Board, or by another PTA member upon majority approval of the Executive Board. Any PTA members desiring to form a new committee are welcome to do so with approval of a majority vote of the Executive Board.
- 2.2 Ad hoc committee chairpersons (or their delegates) are requested to attend monthly Executive Board meetings. In the event that an ad hoc committee chairperson is unable to attend, they shall provide information to the president about their activities that month and all planned upcoming activities in advance of the Executive Board meeting. Ad hoc committee chairpersons may not vote during Executive Board meetings unless the Executive Board votes to make an ad hoc committee a standing committee, with approval of the general membership.

## Section 3 Notice, committee membership, and chairpersons

- 3.1 Information about all standing and ad hoc committees shall be presented to the general membership at or before the May membership meeting and at the September meeting, and made available regularly to the general membership by the Membership Committee, such as through newsletters, bulletin boards, and

the PTA website.

- 3.2 Chairpersons of all committees are responsible for recruiting members from the general membership, and ensuring that regular meetings of their committees occur. In the event that a committee is not able to meet the obligations set forth in these bylaws, the chairperson must immediately inform the Executive Board, which will decide on a course of action. In the event that a committee chairperson (other than an Executive Board member) is unable or unwilling to perform his or her duties, he or she may be removed by the President after a majority vote of the executive board. A committee chairperson who is also an Executive Board member may be removed from office for being derelict or negligent in the performance of his or her duties as chairperson, consistent with the provisions of Article IV, Sec. 9.

## **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 and handling of funds

- 2.1 The president or co-presidents and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. Signatories shall not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he/they has any direct or indirect interest in the expenditure.
- 2.2 The counting and handling of any cash, checks, or money orders received requires at least two non-related association members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized association members. All monies must be counted at school.
- 2.3 No parent and/or staff members shall collect fundraising proceeds from any student without approval from the principal, and no fundraising activities may take place on school property without the principal's written consent.
- 2.4 Every effort shall be made to deposit funds in the association bank account 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. No funds shall be kept in a member's home but shall be secured and locked in the school.
- 2.5 Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, association minutes related to the expenditure, etc.)

## Section 3 Budget

- 3.1 The budget committee shall consist of five (5) persons and be chaired by the treasurer. The committee shall be responsible for:
- Presenting the budget 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;
  - The development and/or review of the budget process which includes:
    - 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.
    - 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.
- 3.2 The budget may be amended by two-thirds majority vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by two-thirds majority vote of the general membership.
- 3.4 The executive board is authorized to make an emergency expenditure not to exceed \$300.00 with a two-thirds approval of the executive board. 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 Banking

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

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

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



EXCEPTIONS: Prior authorization of online bill payment is not necessary for any expenditures approved within the PTA budget. These include individual line items in the budget, not to exclude expenses for approved events. For any new expenses not previously approved in the budget, the transaction must have prior authorization as stated above.

#### 4.2 ATM/Bank Cards:

1. 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.
2. ATM/Bank Cards must be linked to PA/PTA accounts only, linking the debit card to a personal account is prohibited. (Linking a personal bank account to a PA/PTA or President's council bank account is prohibited.)
3. ATM/Bank Cards can be used for the following approved transactions:
  - a. Transactions for online vendors
  - b. Vendors who do not accept a physical check
4. ATM/Bank Cards prohibited use:
  - a. Third party applications such as, personal mobile phone wallets or any other personal electronic device.
  - b. Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
  - c. Direct Donations
  - d. Out of Pocket Reimbursements
  - e. Receiving 'Cash Back' or 'Cash Refunds'
  - f. ATM Cash/Bank Card Withdrawals are prohibited

#### 4.3 Third Party Cash Applications

1. PA/PTA's and President's Councils may use third-party applications to accept money. The application must be created using the DOE issued email and must be connected directly to the PA/PTA bank account using the PA/PTA account number or debit card.
2. Approved transactions
  - a. Receiving money
3. Prohibited use
  - a. Outgoing transactions
  - b. Debit cards generated by third-party application

### Section 5 Financial review

- 5.1 The president shall request volunteers to form an financial review committee of 3 to 5 persons, which shall be chaired by the Vice President of Community Affairs. Executive board members, other than the Co-Presidents and Treasurer, may serve. The majority of the committee shall be comprised from the general membership.
- 5.2 The financial review 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 financial review committee may also recommend an

external audit of the association's financial records be conducted.

- 5.3 Additional duties of the financial review committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 5.4 The financial review committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.
- 5.5 If annual receipts exceed \$250,000 in a given fiscal year, a third-party financial review (audit) shall be required for that year.

## Section 6 Financial Accounting

- 6.1 The treasurer shall prepare and provide copies of the Interim Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting, including all income, expenditures, and other transactions, to be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 6.2 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, secretary, at least one other executive board member, and additional persons as needed shall be designated and approved by the 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 fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

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

## Section 7 Community Funding

The PTA shall have the right to participate in and/or allocate funds toward district and/or city-wide fundraising initiatives, provided that (i) such fundraising initiatives are approved activities under the chancellor's regulations A-660 and any other applicable governing laws; and (ii) the membership approves such participation pursuant to the voting requirements in Article VIII, Section 3.3.

**Article IX – Amendments**

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

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

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on April 13, 2022.

Signed By:



\_\_\_\_\_  
President



\_\_\_\_\_  
Recording Secretary

April 20, 2022

\_\_\_\_\_  
(Month) (Day) (Year)

Filed with the Principal on April 20, 2022  
(Month) (Day) (Year)