



PTA BYLAWS

of

Queens Gateway to Health Sciences Secondary School

APPROVED BY THE MEMBERSHIP ON **06/15/2022**

Shernette Walters
President's Name (PRINT)

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S. Walters
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President's Signature

6/20/2022
Date

Yejide Ojo-Rasaki
Recording Secretary's Name (PRINT)

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Yejide Ojo-Rasaki
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6/23/2022
Date



Article I – Name

The name of the Association shall be **Parent Teachers Association of Queens Gateway to Health Sciences Secondary School** thereafter referred to as **The Association/PTA Queens Gateway/The Parent Teacher Association of Queens Gateway /PTA of Queens Gateway/Queens Gateway PTA.**

Article II – Objectives

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

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

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of **Queens Gateway to Health Sciences Secondary School** is automatically a member of the Association.
2. Parents of a child who is attending **Queens Gateway** full time while on the register of a citywide program are eligible to be members of the **Queens Gateway** Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term parent based on Chancellor’s Regulations A-660 (CR A-660) means the student’s parent or guardian, or any person in a parental or custodial relationship to the student. The definition of parent includes: birth or adoption parent, step-parent, legally appointed guardian, foster parent and “person(s) in parental relation¹” to a child currently attending **Queens Gateway**. The Principal, when necessary, will determine whether an individual is a person in parental relation based on documentation presented at the school.
4. Membership shall be open **to all teachers and staff** currently employed at the school.

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



B. Dues/Donations

1. Each member shall be requested to make a voluntary donation to the Association.
2. Donations are not a requirement for membership voting or running for office. The payment of dues is not a condition for participation or membership. However, each member shall be requested to make a voluntary donation of **\$10 or any additional amount**.
3. Donations in the form of money, services, goods and time are all encouraged and accepted.

C. Voting Privileges

1. Every parent of a student currently enrolled at **Queens Gateway to Health Sciences Secondary School** shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CR A-660).²
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. Each teacher and staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be: **President, Recording Secretary and Treasurer**. The Association must elect the mandatory officers (President, Recording Secretary and Treasurer) in order to be a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of a child attending **Queens Gateway**. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-mandatory officers of the Association may consist of but are not limited to the following: **Vice President, Corresponding Secretary, and Financial Secretary**.

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



B. Term and Term Limits

1. *The term of office shall be no more than 12 months beginning July 1st and ending June 30th.*
2. *Term limits³ for each officer position of the Association shall be **three (3)** consecutive **one (1)** year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.*

C. Duties of Officers: *(For the purpose of these bylaws, all positions / officers will perform such other duties as may be prescribed in these bylaws or assigned by the association).*

Mandatory Officers:

1. **President:** *The duties of the President shall include but are not limited to the following:*
 - a. *preside at all meetings of the Association;*
 - b. *is an ex-officio / automatic member of all committees except the nominating committee and shall work collaboratively with all committee chairpersons;*
 - c. *encourage meaningful participation in all parent and school activities from the PTA, provide opportunities for members' leadership development and delegate responsibilities to members of the Association as needed;*
 - d. *as a member of the district borough Presidents' Council and mandatory member of the School Leadership Team will attend all these regular meetings and provide reports to the general membership and executive board. If unable to attend must appoint a designee from the Executive Board;*
 - e. *shall meet with the executive board at start of term of office to review officer roles and delegation of duties, plan for yearly PTA initiatives;*
 - f. *shall work with the executive board, at the start of each term to fill officer vacancies to the best of their abilities by October 31st;*
 - g. *coordinate with the executive board to set a calendar of associations events and fundraising goals; to establish protocols and to propose budget amendments if necessary, that are consistent with the association goals;*
 - h. *shall establish a protocol of budget and financial procedures with the treasurer, the executive board, and the budget committee to prepare, review and amend budgets for the function of the association, and association meetings;*

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



- i. *shall establish protocol to align activities, resources, and fundraising efforts to be consistent with / tied to Comprehensive Education Plan (CEP) goals and the goals of the PTA organization, including parent education, workshops, and school, district, or borough initiatives;*
 - j. *have all newsletters, flyers and/or notices approved by the principal, prior to distribution;*
 - k. *Have all contracts and/or legally binding documents approved by the association, prior to signing a contract along with another elected officer;*
 - l. *meet monthly with the executive board members to plan the agendas for monthly membership meetings;*
 - m. *shall collaboratively work with the executive board in developing protocol of procurement of goods and services and planning school events;*
 - n. *assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;*
 - o. *attend Community District Education Council (CDEC) and Community Education Council (CEC) meetings and provide reports as deemed appropriate to the general membership and the executive board. If not able to attend must appoint a designee from the Executive Board;*
 - p. *Shall appoint chairpersons of association committees with the approval of the executive board;*
 - q. *is one of the eligible signatories on checks.*
2. **Recording Secretary:** *The duties of the Recording Secretary shall include but are not limited to the following:*
- a. *record minutes at all Association meetings, prepare and read the minutes of each association meeting and shall distribute copies of the minutes for review and approval by the general membership at the next scheduled Association meeting;*
 - b. *prepare meeting notices, agendas, and sign-in sheets and materials for distribution;*
 - c. *Keep a current list of the donating members of the association provided by the Vice President - membership / Treasurer / Financial Secretary;*
 - d. *maintain the custody of the Association's records on school premises;*
 - e. *incorporate all amendments into the bylaws, in collaboration with the bylaws committee as needed;*
 - f. *ensure that signed copies of the bylaws with the latest amendments are on file in the Principal's office;*



- g. *in the absence of a Corresponding Secretary assist if requested by the PTA Executive Board throughout the year in writing correspondence such as thank-you notes. Will be responsible for reviewing, maintaining and responding to all correspondence*
 - h. *addressed to the Association⁴; (email, voicemail, PTA mailbox; website correspondence);*
 - i. *assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;*
 - j. *shall attend monthly executive board, and association general membership meeting;*
 - k. *attend applicable training provided by District Family Leadership / FACE;*
 - l. *is one of the eligible signatories on all checks.*
3. **Treasurer:** *The duties of the treasurer shall include but are not limited to the following:*
- a. *responsible for all financial affairs and funds of the Association;*
 - b. *maintain an updated record of all income and expenditures on school premises;*
 - c. *adhere to and implement all financial procedures established by the Association;*
 - d. *prepare and submit to the Principal the Interim PTA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by the Association; (See section E: 1,2)*
 - e. *prepare and distribute a written report of all transactions for review and approval by the general membership at Association meetings; (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);*
 - f. *maintain records of donations, issue dues receipts and coordinate outgoing membership correspondence with recording and corresponding secretaries*
 - g. *chair the budget committee and prepare the budget for adoption by the association by the June meeting. The Treasurer shall work with the executive board on all budget matters and financial, procedures;*
 - h. *if no Financial Secretary, all monies received for the association, deposit immediately in the name of the association in a bank approved by the executive board. Will keep a record of all receipts and disbursements of the association, including specifically, the number of members, the dues collected from the members and the amount of dues remitted through channels to local PTA bodies;*

⁴ Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.



- i. *make available all books and financial records for viewing by members upon request and for audit;*
- j. *assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;*
- k. *treasurer shall adhere to and implement all financial procedures established by the Association, and compliant with the association bylaws and CR A660;*
- l. *shall attend monthly executive board, and Association general membership meeting;*
- m. *attend applicable training provided by District Family Leadership / FACE;*
- n. *is one of the eligible signatories on all checks.*

Non Mandatory Officers⁵:

4. **Vice President:** *The duties of the Vice President shall include but are not limited to the following:*
- a. *assist the President and shall assume the President's duties in their absence or upon request;*
 - b. *assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;*
 - c. *will prepare and submit to the Principal a PTA fundraising activity report after each fundraiser. This report will be presented and reviewed by the Association;*
 - d. *shall work with the executive board and fundraising committees in all association fundraising efforts;*
 - e. *work with fundraising committees to prepare and distribute fundraising materials;*
 - f. *shall help create new fundraising committees, maintain a list of committees' names with their description and function, and contact information of all committee members;*
 - g. *shall work closely with chairpersons of all fundraising committees in setting goals, planning, and executing these events that are consistent with Association and CEP goals;*
 - h. *shall attend fundraising events;*
 - i. *shall assist with the June transfer of association records to the incoming executive board;*
 - j. *shall attend monthly executive board, and association general membership meeting;*
 - k. *attend applicable training provided by District 26 Family Leadership / FACE;*

⁵ Non-mandatory officers may include but are not limited to; Vice – President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert's Rules of Order Newly Revised.



- l. shall work with membership to establish and maintain a membership committee while serving as the chairperson;
 - m. work closely with the membership committee and parent coordinator to recruit, outreach and foster active parent participation, as well as upkeep of a parent volunteer database;
 - n. shall work with the executive board and committees in membership events or initiatives that may involve festival or holiday celebration, orientation, graduation, hospitality, parent engagement, and family and community participation, that are consistent with membership goals;
 - o. shall work closely with membership committee to encourage collection of association donations/dues, maintain records of donations; collecting input from parents regarding their opinions, interests, ideas and comments via survey, comments box, or other communication channels;
 - p. shall work with Executive Board, membership committee, in preparing / maintaining newsletters, and association website to provide members with updates of association information and events; is one of the eligible signatories on all checks.
5. **Corresponding Secretary:** (If there is no Corresponding Secretary these duties will be assigned to the Recording Secretary).
- The duties of the Corresponding Secretary shall include but are not limited to the following:
- a. assist the Recording Secretary and shall assume the Recording Secretary duties in their absence or upon request;
 - b. will be recording the mail received by the association and responsible for reviewing, maintaining and responding and distributing to the Association accordingly to all correspondence addressed to the Association⁶; (email, voicemail, PTA mailbox, website correspondence);
 - c. as needed to assist executive board in writing correspondence such as thank-you notes, flyers etc. Good for a working parent, (not very time consuming).
 - d. will help maintain organization of association records, and an inventory of Association properties;
 - e. shall attend monthly executive board, and Association general membership meeting;
 - f. shall assist with the June transfer of Association records to the incoming executive board;
 - g. attend applicable training provided by District Family Leadership / FACE.

⁶ Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.



6. Financial Secretary: *(If there is no Financial Secretary these duties will be assigned to the Treasurer).*

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

- a. as designated by the Treasurer / President, deposit all monies received by the school PTA;*
- b. give a receipt for all monies received for the association (including dues) and remit at once to the Treasurer or deposit immediately in a bank approved by the executive board;*
- c. give a copy of the deposit slip to the Treasurer;*
- d. keep an accurate record of all receipts and payment authorizations for the Treasurer's financial records; maintain an updated record of income and expenditures;*
- e. shall act as an assistant to the Treasurer; shall be empowered to carry out the duties of the treasurer in their absence;*
- f. prepare all payment authorizations as approved by the executive board or the association;*
- g. prepare and distribute as needed a [Financial Secretary's Report](http://downloads.capta.org/toolkit/forms/FinancialSecretarysReportSample.pdf) (<http://downloads.capta.org/toolkit/forms/FinancialSecretarysReportSample.pdf>) at Association and executive board meetings and at other times when requested by the Association. The report must include an accurate record of all receipts, deposits and authorizations for payment;*
- h. report all funds deposited to the treasurer. These totals shall be included in the Annual Financial Report to the Association; shall assist in the preparation of the January 31st interim and June annual accounting reports;*
- i. perform such other duties as may be delegated to the financial secretary by the Executive Board;*
- j. shall assist with the June transfer of association records to the incoming Executive Board;*
- k. shall attend monthly Executive Board, and association general membership meeting;*
- l. attend applicable training provided by District Family Leadership / FACE.*



D. Election of Officers

1. *Officers shall be elected by the last day of each school year for a one-year term beginning July 1st. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The Principal must be notified of the date and time of the annual election by April 1st or next business day, but must be notified no later than May 1 or next business day.*
2. *Employees of **Queens Gateway to Health Sciences Secondary School** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.*

3. Nominating Committee

*A nominating committee must be established by the **March** monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the Executive Board or plan to run for office. The majority of the committee members must come from the general membership. The remaining members of the nominating committee can/shall be selected by the president, subject to the approval of the executive board.*

Chancellor's Regulations A-660, the PA/PTA should conduct its own elections either by a nominating committee or by a parent member who is not running for office. The PA/PTA may request assistance from the appropriate Presidents' Council or Superintendent's office.

*No person employed at **Queens Gateway to Health Sciences Secondary School**, shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.*

The nominating committee shall solicit nominations for candidates from the general membership in writing and individuals may also submit their own names to be candidates for office in writing. Nominations will be closed at the April general meeting. Notices should be translated into languages spoken by parents in the school whenever possible.⁷ The nominating committee will also be responsible for conducting the election meeting.

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



The nominating committee's duties may include the following:

- a. canvassing the membership for eligible candidates;*
- b. preparing and distributing all notices of any meeting pertaining to the election process;*
- c. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;*
- d. verifying the eligibility of all interested candidates prior to the election;*
- e. in addition to written nominations the committee will also provide an opportunity to accept nomination from the floor at the April general membership meeting prior to the close of nominations; (unless no nomination was given for a position)*
- f. scheduling the election at a time that ensures maximum participation;*
- g. ensuring that only eligible members receive a ballot for voting;*
- h. ensuring that the election is certified by the principal or designee immediately following the election.*

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

4. Notices

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

5. Contested Elections and the Use of Ballots⁸

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

⁸ Contested elections consists of two or more candidates for any office; voting must be by ballot.



6. Uncontested Elections

Where there is only one candidate for any office, a member must make a motion 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 is to be reflected in the minutes.

7. Officer Vacancies

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 the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the position. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

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

8. Expedited Election Process:

*Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with **Section 5a** of these bylaws.*

E. School Leadership Team:

1. Elections Process

School leadership team members, although not considered elected officers of the Association, shall be elected following the same election procedures as the officers of the Association, immediately following the Executive Board election in May. The election of parent members to the School Leadership Team (SLT) must take place during the same meeting as PTA officer elections in May.



- a. *SLT candidates can be added to the same ballot as the PTA officers when necessary otherwise when the election of PTA officers has concluded, the election of parent members to the SLT may begin.*
- b. *The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.*
- c. *If more than one seat is available, a seat may be held vacant for an incoming parent to be elected by the October general membership meeting.*

2. School Leadership Team Parent Member Representative duties:

- a. *shall attend monthly SLT meetings.*
- b. *shall keep abreast of issues addressed by parents and students, and represent their best interests in SLT discussions and actions.*
- c. *shall collaboratively work with SLT parent members in reporting CEP and SLT matters at the monthly Association meetings.*

F. Disciplinary Action

1. Grounds for Removal from Office:

- a. *Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.*
- b. *Any officer who accrues 2 consecutive unexcused absences from executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given an opportunity to submit in writing an explanation showing good cause which explains their reason for not attending these meetings for the general membership's consideration.*
- c. *Any officer who poses a threat to the safety and well-being of the Association or larger school community.*
- d. *Any officer who exercises behavior unbefitting the office as determined by the general membership.*
- e. *Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.*



2. **Officer Removal:**

*Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.⁹ . **Removal Process***

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

Article V – Executive Board

A. Composition

The Executive Board shall be composed of the elected officers of the Association as listed here: President; Vice President; Recording Secretary; Treasurer; Corresponding Secretary; Financial Secretary and may also include chairpersons of standing committees. Officers shall be expected to attend all executive board meetings.

B. Meetings

*The Executive Board shall meet monthly, September through June, on the **1st Wednesday** of every month at **6:30 pm**, unless such date falls on a legal or religious holiday, or decision made by the board to change it, in which case the meeting shall be held on the following or previous **week**. *Where allowed and permitted, use of the DOE PTA zoom account can be used to conduct virtual remote meetings (VRM). All PA/PTA members are entitled to attend meetings of the executive board. Non-executive Board members in attendance are allowed to ask question, however they cannot participate in discussions unless invited to. They can ask questions based on related agenda topics once the Executive Board meeting Agenda is completed and permission*

⁹ Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.



given to speak. Non PTA members may attend the Executive Board meeting only with approval of the executive board.

C. Voting

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

D. Quorum

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

E. Education Council Selectors

The three mandatory officers of the Association shall be the only voters / selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. In the case of co-officers, the executive board must determine which co-officer will be the designated selector.¹⁰

F. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; Election Certification Form; Employer Identification Number (EIN); bank account number(s) and all bank statements; all financial records – notably the Interim and Annual Financial Reports; proposed budget; Fundraising Activity reports, monthly Treasurer’s reports, receipts and invoices; checkbook and ledger and any form of financial record keeping used by the PTA (spreadsheets, financial software) meeting notices, minutes, agendas, attendance sheets from all general membership and executive board meetings. Election Certification Form, (records of officer elections other than ballots). Outgoing Executive Board members must ensure that records, including user ids, passwords, and all parent contact information (email/phone) are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the Principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the Presidents’ council during this process.

Article VI – General Membership Meetings

A. General Membership Meetings

- 1. General membership meetings of the Association shall be held monthly, *September through June, on the 3rd Wednesday of the month; at 6:30pm.* Unless such date falls on a legal or religious holiday, or decision made by the board to change it, in which case the meeting shall be held on**

¹⁰ Chancellor’s Regulation A-660 (Article I, Section G, 5)



the following or previous week as determined by the executive board. Notice in writing, text, website or voice messaging of each membership meeting shall be distributed in languages spoken by parents at the school whenever possible. Notice must be given at least 10 calendar days prior to the scheduled meeting

- a. *All general membership meetings can be held via Virtual Remote Meetings (VRM), Hybrid (Where there is accommodation of a mix of in person where at least one executive board member is in person while attendees can simultaneously be hosted virtually*
- b. *For elections the option is either VRM or in person only. No Hybrid format allowed.*
- c. *The option for in-person at the school can also be exercised. Meeting platforms are all by Executive board decisions.*
- d. *All meetings take place during the months of September to June. Executive Board meeting during July and August must be in a DOE building. *Where applicable all meetings are permitted use of the DOE PTA zoom account; to conduct virtual meetings.*
- e. *Individuals who are not members of the PTA may attend general membership meetings as observers, but may participate in discussions only at the discretion of the president or meeting chair*
- f. *At the beginning of every school year, the Executive Board will survey the parent members to determine whether the day and time of the general membership meeting should be changed.*
- g. *Committee meetings may be held at locations convenient to the members, but may not be held in private homes.*
- h. *All eligible members may attend and participate in general membership meetings.*
- i. *Non-members may only speak or otherwise participate if acknowledged by the presiding officer.*

***In the absence of the President, meetings will be held by the next officer in rank of succession.(See Section D: 7c)*

B. Order of Business

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

1. *Call to Order*
2. *Reading and Approval of Minutes*
3. *President's Report*
4. *Treasurer's Report*
5. *Principal's Report*
6. *School Leadership Team Report*



7. *Committee Reports*
8. *Old Business*
9. *New Business*
10. *Adjournment*

C. Quorum

A quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Association business.¹¹ In the absence of quorum, the PTA cannot authorize the expenditure of funds or vote on any business but may have non-binding discussions.

D. Minutes

Minutes must be taken at all general membership meetings. Minutes of the previous meeting in draft form must be distributed at the next scheduled meeting for review and approval. The minutes of any Association meeting must be made available to any member upon request. There is the option to record in-person meetings once asked of the chairperson. Meetings should be recorded and saved in VRM settings to ensure accuracy of minutes. Membership should always be informed prior to all recordings.

E. Treasurer's report

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 reporting period. Copies must be given to the Principal.

F. Special Membership Meetings

*A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. Upon receipt of a written request from **10** association members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.*

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



G. Parliamentary Authority

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

Article VII – Committees

A. Standing Committees

1. **Membership:** *The responsibilities of the membership committee shall include but are not limited to:*
 - a. *encourage parent participation through recruitment and outreach;*
 - b. *coordinate outreach efforts with the Parent Coordinator when possible;*
 - c. *maintain current list of the Association's membership and website maintenance;*
 - d. *Implement a hospitality team for all pre and post PTA meetings / and special PTA sponsored non fundraising events to fulfill hosting duties. These can include: meet and greet, set up / clean up, laying out refreshments as needed.*

2. **Fundraiser:** *The responsibilities of the fundraiser committee shall include but are not limited to:*
 - a. *planning events, encourage parent participation through recruitment and outreach and foster community fundraising opportunities (supermarkets, restaurants and other business' etc.);*
 - b. *coordinate outreach efforts with the Parent Coordinator when possible;*
 - c. *maintain current list of the Association's membership.*

3. **Budget:** *The responsibilities of the budget committee shall include but are not limited to:*
 - a. *review prior year's budget and make recommendations to executive board;*
 - b. *draft a proposed budget for approval by the membership at the June membership meeting. **(See Article VIII – Financial Affairs, C-Budget-1. Budget Process)***

4. **Audit:** *the responsibilities of the audit committee shall include but not are limited to:*
 - a. *Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws; **(See Article VIII – Financial Affairs, D Audit-1. Audit committee)***
 - b. *Review as needed all financial records and prepare written reports of its findings.*



5. **Ad Hoc:** *to accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.*

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

The President, Treasurer, Recording Secretary, Vice President, and Financial Secretary shall be authorized to sign checks if needed. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure. There will only be 3 mandatory signatories for each school year. Two of the signatories must be the President and the Treasurer. The third signee will be determined by the board based on available officer authorized to sign each school year.

C. Budget

1. Budget Process

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

- a. *The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.*
- b. *The proposed budget must be presented to and approved by the membership no later than the June meeting.*
- c. *The incoming Executive Board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.*
- d. *The executive board must present the budget process for membership approval no later than the June meeting.*
- e. *The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.*



- f. *The principal's written consent is required when a fundraising activity is held during school hours or on school property.*
- g. *All funds should be deposited into the bank account by an authorized executive board member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The Executive Board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by either the treasurer or their authorized designate.*
- h. *Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)*

2. Budget Amendment

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

3. Expenditures

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

4. Emergency Expenditures

*The executive board is authorized to make an emergency expenditure not to exceed \$200 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: **Emergency replenishing of PTA office supplies and or event specific items**. 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.*

5. Out of Pocket Expenditures

A PTA member may be reimbursed for out-of-pocket expenses if receipts are submitted. Such expenses must be approved by the membership. Reimbursements will not exceed \$200. Reimbursements must be made by check to the member and not cash. Out of pocket expenses are appropriate for the following purposes: PTA related fundraising event purchases / PTA needed supplies / food / drink for events and cash as change for fundraising events.



D. Audit

1. Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

2. Duties

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

E. Financial Accounting

1. Financial Report

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

2. Record Keeping

The Treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The Treasurer or an approved designate shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.



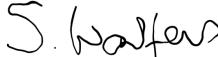
Article IX - Amendments and Regular Review of Bylaws

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

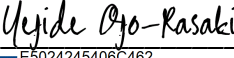
Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for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

*These bylaws, as set forth above, have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of **Article IX**, at the membership meeting held on **06/15/2022**.*

Signed by:

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President

DocuSigned by:

 E5024245406C462...

Recording Secretary

6/20/2022

(Month) (Day) (Year)

Filed with the Principal on June 27 2022
 (Month) (Day) (Year)