

Bylaws

P.S. 11 Chelsea Parent Teacher Association



ARTICLE I – NAME

The name of the association shall be the P.S. 11 Parent Teacher Association.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be:

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

ARTICLE III – MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

Membership in the PTA shall be limited to parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending P.S.11. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending P.S.11 are automatically members of the Association; no membership form is necessary. In the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.

Section 2. DONATIONS

Donations are not a requirement for membership, voting or running for office. Each member may be requested to make a voluntary donation.

Section 3. VOTING RIGHTS

Each member of the PTA shall be entitled to one vote. Each teacher currently employed at the school shall be entitled to one vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Proxy voting or absentee balloting is prohibited.

Section 4. NOTICES

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via backpack flyer to the children of parents or via U.S. mail, postage prepaid. In addition, (but not in place of backpack flyer or U.S. mail), courtesy copies of such notices may also be sent via electronic mail. Notices, ballots and other written materials required by these

bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, “calendar days” is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

ARTICLE IV – OFFICERS

Section 1. TITLES

The officers of the association shall be: President or Co-Presidents, Vice President of Community Membership or Co-Vice Presidents of Community Membership, Vice President of Community Programs or Co-Vice Presidents of Community Programs, Vice President of Community Events or Co-Vice Presidents of Community Events, Vice President of Fund-Raising or Co-Vice Presidents of Fund-Raising, Vice President of Communications or Co-Vice Presidents of Communications, Recording Secretary or Co-Recording Secretaries, Treasurer or Co-Treasurers, Assistant Treasurer or Co- Assistant Treasurers, and Members-at-Large (2). The PTA must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning PTA.

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

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1st through June 30th. Officers shall be elected at the June meeting to be held no later than the last day of school for a one-year term beginning July 1. Eligibility for office is limited to parents (as defined in Article III).

Term limits for each officer position for the PTA shall be four consecutive one year terms. A parent may be elected to serve a fifth term in the same office provided no other parent is nominated and willing to serve. If possible, officers will be encouraged to stagger their terms in order to have one experienced officer and one new officer in each position.

Section 3. DUTIES OF OFFICERS

3.1 *President or Co-Presidents:* The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The President or Co- Presidents shall provide leadership for the members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The President or designated Co-President (see bylaws provision below) shall attend all regular meetings of the district presidents’ council and shall be a core member of the school leadership team. In the event that the PTA elects Co-Presidents, the Co-Presidents must decide who will serve as the presidents’ council member and who will serve as the mandatory member of the school

leadership team, and inform the general membership. If the President or Co-President is unable to attend district presidents' council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. 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 either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

3.2 Vice President of Community Membership or Co-Vice Presidents of Community Membership: The Vice President of Community Membership or Co-Vice Presidents of Community Membership shall strive to promote a sense of inclusion and participation among the membership of the PTA. The duties of this office shall be to communicate and organize volunteer needs for the schools' many programs and events. The Vice President of Community Membership or Co-Vice Presidents of Community Membership will establish ongoing volunteer needs that will enable individual program and event chairs to recruit and manage their own volunteers. This position will manage the technology and communication around volunteer opportunities (survey, database of volunteer pool, sign-up forms, call to action to class parents to help fill any gaps, etc.) and chair the Kindergarten Welcome Group and Class Parent Liaison Groups. The Vice President of Community Membership or Co-Vice Presidents of Community Membership shall assist with the June transfer of all the PTA records to the incoming executive board.

3.3 Vice President of Community Programs or Co-Vice Presidents of Community Programs: The Vice President of Community Programs or Co-Vice Presidents of Community Programs shall be responsible for optimizing the various programs the PTA has elected to participate in throughout the year and will recruit program chairs as needed. The Vice President of Community Programs or Co-Vice Presidents of Community Programs will also manage the succession of program chairs by identifying "chairs-in-training" to assist with smooth leadership transitions. This position will ensure a smooth continuation of programs from year-to-year by making sure a full knowledge transfer takes place between outgoing and incoming program chairs, maintain a complete set of materials/records for each program and work with membership chairs to clarify yearly volunteer needs. The Vice President of Community Programs or Co-Vice Presidents of Community Programs will serve as an ongoing point of contact for any questions, concerns or needs the program chairs may need support with which will include a quick formal check in with them on a quarterly basis. The Vice President of Community Programs or Co-Vice Presidents of Community Programs will also work with the school community and Executive Board to evaluate the school's portfolio of programs on an annual basis to ensure they best serve the evolving needs of our school community and keep pace with educational and developmental research and trends. The Vice President of Community Programs or Co-Vice Presidents of Community Programs shall assist with the June transfer of all the PTA records to the incoming executive board.

3.4 Vice President of Community Events or Co-Vice Presidents of Community Events: The Vice President of Community Events or Co-Vice Presidents of Community Events shall be responsible for interfacing and/or assisting with the various programs the PTA has elected to participate in throughout the year. Events shall be defined as activities which occur during a single date and time as well as short term fundraising events. These will include seasonal festivals, new parent orientations, teacher appreciation days, holiday celebrations and any other events the PTA elects to fund. The Vice President of Community Events or Co-Vice Presidents of Community Events shall assist with the June transfer of all the PTA records to the incoming executive board.

3.5 Vice President of Fund-Raising or Co-Vice Presidents of Fund-Raising: The Vice President of Fund-Raising or Co-Vice Presidents of Fund-Raising shall be responsible for coordinating, overseeing and/or assisting with the fundraising efforts held by the PTA throughout the year. The Vice President of Fund-Raising or Co-Vice Presidents of Fund-Raising shall assist with the June transfer of all the PTA records to the incoming executive board.

3.6 Vice President of Communications or Co-Vice Presidents of Communications: The Vice President of Communications or Co-Vice Presidents of Communications shall be responsible for overseeing the distribution of official information to the membership of the PTA and shall be responsible for recording the mail received by the PTA. The Vice President of Communications or Co-Vice Presidents of Communications' duties shall include preparing and distributing notices of all PTA meetings, sending official PTA e-mails, overseeing all PS 11 social media outlets and PTA website, creating flyers and documents to be sent home with students, and maintaining notice boards. The Vice President of Communications or Co-Vice Presidents of Communications shall assist with the June transfer of all the PTA records to the incoming executive board.

3.7 Recording Secretary or Co-Recording Secretaries: The Recording Secretary or Co-Recording Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. The Recording Secretary or Co-Secretaries shall prepare the minutes of each PTA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PTA's records on school premises. The Recording Secretary or Co-Recording Secretaries shall chair the Bylaws Review Committee every 3 years. He/she shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. In the event that a Vice President of Communications is not elected, the Recording Secretary or Co-Recording Secretaries shall assume all duties of the Vice President of Communications. The Recording Secretary or Co-Recording Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board.

3.8 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PTA. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of

financial reports at all PTA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.

3.9 Assistant Treasurer or Co-Assistant Treasurers: The Assistant Treasurer or Co-Assistant Treasurers shall assist the Treasurer or Co-Treasurers in banking, record keeping and such other duties as the Treasurer or Co-Treasurers may require. Assistant Treasurer or Co-Assistant Treasurers shall assist with the June transfer of all PTA records to the incoming Executive Board.

3.10 Members-At-Large: There will be two Member-at-Large positions for incoming parents that shall assist with fund-raising and select events. Nominations and elections shall be held no later than the October general meeting of the PTA.

3.11 School Leadership Team Membership: The President or Co-President of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event that the PTA elects Co-Presidents, refer to Article IV, Section 3.1 of the PTA's bylaws.) All other Parent member representatives shall be elected by the general membership.

1. *School Leadership Team Nominations and Elections:* School Leadership Team Parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May general membership meeting notice. Nominations for School Leadership Team Parent members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.
2. *Election:* Notice of the Election of School Leadership Team members will be included in the notice of the general membership meeting. Election of School Leadership Team members shall take place following the election of the Associations' Executive Board at the June general membership meeting.
3. *Vacancy:* A vacancy shall be filled by a special expedited election held at a general membership meeting.

Section 4. ELECTION OF OFFICERS

The yearly election of officers of the PTA must be completed by the last day of school for a one-year term beginning July 1. Any timelines established by the association to complete the nominations and election process must adhere to this timeframe.

4.1 Nominating Committee: A nominating committee shall be established during the March general membership meeting. The committee shall consist of two to five members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President or Co-Presidents,

subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson No person employed at P.S. 11 shall be eligible to serve on the nominating committee.

1. Members of the nominating committee are not eligible to run for office.
2. The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:
 - a. canvassing the membership throughout the months of March – May for all eligible candidates in ways that maximize member participation;
 - b. any written notices soliciting recommendations must be distributed to the entire membership;
 - c. preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by Parents in the school whenever possible;
 - d. preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the May meeting;
 - e. determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. Parent members with one child graduation and another child entering the school may only run for a non-mandatory office during spring elections. The principal must certify to the membership that the candidates being considered are eligible to run for office;
 - f. reporting the names of previously nominated candidates during the May meeting;
 - g. ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor during the May meetings, and then closed in the May meeting;
 - h. 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;
 - i. notifying the principal of the date of the election in writing by April 1st the date and time of the election; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all parents and convene a meeting in May to form and nominating committee and schedule elections;
 - j. scheduling the election at a time that ensures maximum participation, either in an in-person meeting or a virtual meeting but not during a hybrid meeting;
 - k. ensuring that only eligible members receive a ballot for voting. The principal or his/her designee must verify each individual's eligibility to vote by confirming

that the individual qualifies as a member of the PTA prior to the distribution of ballots;

- l. completing the spring election during the June meeting;
 - m. ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 6);
 - n. 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.
3. If a nominating committee is not/cannot be formed by the end of March, the Executive Board for the following school year shall be determined based upon a special expedited elections pursuant to Article IV, Section 8 and Chancellor's Regulation A-660 by no later than the second Friday in June.

4.2 *Notices:* The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. The notice should include the date, time and location of the election, whether the meeting is in person or virtual, a list of all Executive Board positions to be filled, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and how parents can be nominated for office. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. A notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated.

4.3 *Contested Elections and Use of Ballot:*

1. For in person elections, written ballot shall be used in all contested elections. For elections conducted virtually, the polling feature shall be used.
2. Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of Co-Officers must be listed as a team.
3. For in-person voting, ballots shall be printed with voting instructions in English and other languages spoken by Parents in the school. Translated ballot templates can be found by going to: (<http://schools.nyc.gov/Offices/FACE/filesandresources.htm>).
4. Ballots shall be distributed once voter eligibility has been established.
5. For in-person voting, ballots shall be counted immediately following the election and in the presence of the members. Ballots must remain in the meeting room until the election meeting has been adjourned.
6. For in-person voting, ballots shall be retained for one year on school premises in the PTA office. There are to be no exceptions.
7. For virtual voting, a printed record of electronic ballots must be maintained among the records of the PTA and be made available upon request.
8. For virtual voting, records of votes in a PTA election meeting conducted remotely must be retained by the PTA for one year or until the determination of any grievance filed concerning the election, whichever is later.

4.4 *Candidate Rights in Contested Elections:* During the election meeting, candidates must be

provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

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

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

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

Section 5. CERTIFICATION OF THE ELECTION

The results of the election shall be announced by the chairperson of the nominating committee or by a member of the nominating committee selected to conduct the nominations and election process. The principal or her/his designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PTA complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

Section 6. JUNE TRANSFER OF RECORDS

6.1 All PTA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records (including all computer files, passwords, keys to desks, filing cabinets, and safes, etc.) are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Outgoing Executive Board members may not retain copies of PTA records, including parent contact information, and all passwords to online databases must be changed by June 30th each year.

6.2 Prior to the conclusion of a PTA Recording Secretary or Co-Recording Secretaries term, he/she must make the necessary arrangements to provide the PTA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Recording Secretary or Co-Recording Secretaries.

6.3 Prior to the conclusion of a PTA Treasurer or Co-Treasurers' term, she/he must make the

necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PTA.

Section 7. VACANCIES

7.1 The PTA shall notify the principal and membership in writing of any vacancy in an office within 5 calendar days. Any vacancy shall be filled by succession of the next highest-ranking officer or if succession fails to fill the vacancy by a special expedited election. PTA officers may choose to retain their positions and not succeed to a vacant office. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by October 15th.

7.2 The ranking of officers shall be as follows: President or Co-Presidents, Vice President of Community Membership or Co-Vice Presidents of Community Membership, Vice President of Community Programs or Co-Vice Presidents of Community Programs, Vice President of Community Events or Co-Vice Presidents of Community Events, Vice President of Fund-Raising or Co-Vice Presidents of Fund-Raising, Vice President of Communications or Co-Vice Presidents of Communications, Recording Secretary or Co-Recording Secretaries, Treasurer or Co-Treasurers, Assistant Treasurer or Co-Assistant Treasurers. In the event that the mandatory offices (President, Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the recording secretary, and, at that time, shall turn over all records to the recording secretary. In the event of the resignation of the recording secretary, he/she must transfer records to the President or Co- Presidents. Upon resignation of any co-officer, the remaining co-officer will decide if he/she will fill the unexpired term on his/her own, or whether a special expedited election must be held.

Section 8. SPECIAL EXPEDITED ELECTIONS

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice at least 10 calendar days prior to the expedited election. The meeting notice must include a list of available officer positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and that nominations will be taken from the floor. 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 4.3 of these bylaws.

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

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

8.3 *Conducting Special Expedited Elections:* A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

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

Section 9. DISCIPLINARY ACTION

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

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

- A. A motion is presented by a PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- B. The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- C. The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- D. The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee. The PTA's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

ARTICLE V – EXECUTIVE BOARD

Section 1. COMPOSITION; ELIGIBILITY

1. The Executive Board shall be comprised of the elected officers of the PTA, Members-at-Large and chairpersons of standing committees.
2. Persons employed at P.S. 11 shall be ineligible to serve as an elected officer of the PTA.
3. Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at 6 p.m. on the first Wednesday of the month unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following Wednesday. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the Executive Board membership 10 calendar days' notice of the rescheduled meeting. Individuals who are not members of the Executive Board may only attend Executive Board Meetings with the approval of the Executive Board.

Section 3. VOTING

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

Section 4. QUORUM

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. Executive Board meetings are open to all members, however, individuals who are not parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

Section 5. CONTACT INFORMATION

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

Section 6. TREASURER'S REPORT

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

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

1.1 The general membership meetings of the PTA shall be held each month from September to June. Meetings shall be held at 9 a.m. on the third Friday of the month unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following Friday. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten calendar

days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices.

1.2 Meetings may be in person, hybrid, or virtual.

- All in person meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences.
- If an appropriate location that is accessible to people with disabilities exists within the school, in-person and hybrid meetings must be held in that location.
- Meetings may be conducted virtually on a platform that allows for a dial-in option.
- Hybrid meetings must be physically convened in the school building. Members participating from remote locations may be counted toward quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings.

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

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

Section 2. ORDER OF BUSINESS

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

- 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 shall consist of two Executive Board members and six additional members of the PTA. At least one Executive Board member must be present at the school to conduct a meeting in a hybrid format. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

Section 4. MINUTES

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request to any member and will be posted on the PS 11 website.

Section 5. SPECIAL MEMBERSHIP MEETINGS

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

5.2 In addition, upon receipt of a written request from ten (10) members stating clearly the need for a special meeting, the President or Co- Presidents must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to members stating the topic of the special meeting.

Section 6. PARLIAMENTARY AUTHORITY

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

ARTICLE VII – COMMITTEES

Section 1. STANDING COMMITTEES

The President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues relating to the committees. Committee meetings may be held virtually or at locations convenient to the committee members. The standing committees of the PTA are the following:

1. Budget: The budget committee shall be chaired by the Treasurer or Co- Treasurers and 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 at the June membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)
2. Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The Treasurer or Co-Treasurers shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

ARTICLE VIII – FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. CHECKING ACCOUNT AND SIGNATORIES

2.1 A checking account must be maintained in the name of the PTA. All PTA funds must be

deposited into the checking account. Any accounts other than the mandatory checking account must be authorized by a vote of the membership and must be in the name of the PTA. However, the primary checking account must be used for all transactions, including deposits and withdrawals (e.g., if the PTA has a savings account, funds must be transferred from the checking account to the savings account. Funds can only be withdrawn by transferring the funds from the savings account to the checking account).

2.2 The PTA will maintain their own EIN from the Internal Revenue Service for bank account applications, separate from the DOE. The PTA's EIN must be on file with the principal.

2.3 *Online banking.* The PTA may establish online access through the bank's online bill payment system for goods and services rendered. When this is not possible, payment for goods and services should be carried out by more conventional means, such as but not limited to checks or a bank/debit card. Prior to any transaction the Executive Board must provide authorization for the intended expenditure by issuing a disbursement form that must accompany all online transactions. In order to set up online access to the PTA bank accounts, the official PTA president or treasurer email must be used.

2.4 Linking the PTA bank account to a personal bank account is prohibited. The President or Co-Presidents and Treasurer or Co-Treasurer shall be authorized to sign checks.

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

Section 3. BANK/DEBIT CARDS

3.1 The PTA may receive and have use of a bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online.

3.2 Bank/debit card transactions must receive approval of the general membership.

3.3 A disbursement form must accompany the transaction and be signed by two officers.

3.4 Bank/debit cards must not be used for the following items:

- Third party mobile applications. (i.e., mobile phone wallets, or any other electronic device)

- Direct donations

- Out-of-Pocket reimbursements

- Cash withdrawals from an ATM

- Receiving "cash-back" or a "cash refund" from an ensuing transaction

3.5 Violation of this provision may result in immediate removal of an officer by the Chancellor

or designee.

Section 4. THIRD PARTY APPLICATIONS

The PTA may use third party applications to accept money. The application must be created using the official PTA president or treasurer email and must be connected directly to the PTA bank account number or debit card. Transactions can only be used to receive money. Outgoing transactions and debit cards generated by a third party are prohibited.

Section 5. BUDGET

5.1 The budget committee shall consist of five (5) persons and be chaired by the Treasurer or Co-Treasurers. The committee shall be responsible for:

1. a written review of the prior year's budget for discussion at the May membership meeting
2. preparing a proposed budget for adoption by the membership at the June membership meeting; a copy of the budget shall be submitted to the principal upon approval by the membership
3. the development and/or review of the budget process which includes:
4. 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.
5. the incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
6. the counting and handling of any cash, checks, or money orders received requires at least two non-related PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PTA members. All monies must be counted in school.
7. no parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the principal.
8. authorized board members must make every effort to deposit all funds in the bank account by within 1 business day of receipt, but in any event, no longer than three business days. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds will be taken to the bank for deposit by at least two authorized members.
9. financial records of the PTA (e.g., all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax-exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.
10. no checks may be written payable to cash or petty cash.

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

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

5.4 Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.

5.5 All expenditures of funds by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.

5.6 A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA and shall be for no more than \$250.00 without a resolution approving such expenditure.

5.7 The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$2,500. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the funds.

5.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g., funds raised for senior dues may only be used to fund payment of activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 6. AUDIT

6.1 The President or Co-Presidents shall request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.

6.2 The audit committee shall conduct an audit of all financial affairs of the PTA with the help of the Treasurer or Co-Treasurers who shall make all books and records available to them. The audit committee may also recommend that an external audit of the PTA's financial records be conducted.

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

6.4 The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 7. FINANCIAL ACCOUNTING

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

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

7.3 The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Vice President or Co-Vice Presidents of Fund-Raising, at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raising proceeds from students. The Treasurer or Co-Treasurer and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. All records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

1. All collected monies for bank deposit must be secured on school premises.
2. The use of withdrawal slips, credit cards, and ATM cash is prohibited.
3. The PTA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

ARTICLE IX – AMENDMENTS


These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended.


Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the PTA, without the notice required by the preceding paragraph, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660.

In the event that a PTA's bylaws contain any provision that conflicts with Chancellor's Regulation A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of these bylaws that are not in conflict with the Regulation A-660 shall remain in full force and effect.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article IX, at the membership meeting held on June 16, 2023.

Name: Lisa Cox Signature:  Co-President
[Lisa Cox \(Dec 5, 2023 22:08 EST\)](#)

Name: Julie Chen Signature:  Recording Secretary
[Julie Chen \(Dec 5, 2023 22:48 EST\)](#)

Last updated: June 16, 2023