

**BYLAWS**

**OF**

**P.S. 41 Parent Teacher Association**

Approved by the Membership on October 16, 2014

**ARTICLE I - NAME**

The name of the association shall be P.S. 41 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 promote and help develop a cooperative working relationship between the parents and staff of our school.
- 3. To develop parent leadership and build capacity for greater involvement.
- 4. To foster and encourage parent participation on all levels.
- 5. To provide opportunities and training for parents to participate in school governance and decision-making.

**ARTICLE III - MEMBERSHIP**

**Section 1. ELIGIBILITY FOR MEMBERSHIP**

Membership in the association shall be limited to parents, as defined below, and the teachers and staff currently employed at P.S. 41.

Parents, for purposes of these bylaws, are defined as and limited to parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child or children currently attending P.S. 41. Parents 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.

Only parent members may vote to extend or withdraw membership to teachers and staff. Principals, Assistant Principals, and supervisors may not be members of the association.

**Section 2. DONATIONS**

Donations are not a requirement for membership, voting or running for office. Each member will be asked to make a contribution at the beginning of the school year as determined by the Executive Board.

Section 3. VOTING PRIVILEGES

Each parent of a child or children currently enrolled at P.S. 41 shall be entitled to one vote. All teachers and other staff members are entitled to one vote. 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-President; First Vice President or Co-First Vice Presidents; Second Vice President or Co-Second Vice Presidents; Vice President for Internal Fundraising or Co-Vice Presidents for Internal Fundraising; Vice President for External Fundraising or Co-Vice Presidents for External Fundraising; Vice President for Publicity & Communications or Co-Vice Presidents for Publicity & Communications; Vice President for Parent Relations & Hospitality or Co-Vice Presidents for Parent Relations & Hospitality; Recording Secretary or Co-Recording Secretaries; Corresponding Secretary or Co-Corresponding Secretaries; Treasurer or Co-Treasurers; and Assistant Treasurer or Co-Assistant Treasurers,.

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

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 by the last day of school for a one-year term beginning July 1. Eligibility for office is limited to parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child or children currently attending P.S. 41.

Term limits for each officer position for the PTA shall be two consecutive one year terms. A candidate may be elected to serve a third term in the same office provided no other interested candidate is nominated and willing to serve after canvassing the membership.

### Section 3. DUTIES OF OFFICERS

3.1 President or Co-Presidents: The President or Co-Presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall 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, designated Co-President, or designated First Vice President (see bylaws provision below) shall attend all regular meetings of the District Presidents' Council and District Community Education Council and shall be a core member of the School Leadership Team. In the event that the association elects Co-Presidents, the remaining Executive Board members in consultation with the association will determine which Co-President will serve as the core member on the School Leadership Team and which Co-President will serve as the school's representative to the District Presidents' Council and the Community District Education Council. If the President or Co-President is unable to attend District Presidents' Council meetings, the President or Co-President must transfer all voting rights to the First Vice President or 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 Co-Presidents shall be one of the signatories on checks. The President or either of the Co-Presidents shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records for the incoming Executive Board. This position is responsible to reporting findings and updates to the Executive Board.

3.2 First Vice President or Co-First Vice Presidents: The First Vice President or Co-First Vice Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request. The First Vice President, if designated, shall be the representative to the District President's Council and Community District Education Council. The First Vice President or Co-First Vice Presidents shall assist with the June transfer of PTA records to the incoming Executive Board. This position

is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.

- 3.3 Second Vice President or Co-Second Vice Presidents: The Second Vice President or Co-Second Vice Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request. The Second Vice President or Co-Second Vice Presidents shall be the liaison to the P.S. 41 Afterschool Program and will engage in a supervisory capacity to that program. The Second Vice President or Co-Second Vice Presidents shall assist with the June transfer of PTA records to the incoming Executive Board. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.
- 3.4 Vice President or Co-Vice Presidents for Internal Fundraising: The Vice President or Co-Vice Presidents for Internal Fundraising shall be the liaison between the event chairpeople and the Executive Board. The Vice President or Co-Vice Presidents for Internal Fundraising shall draw on the class parents in order to run the school fundraisers. When at all possible, the Vice President or Co-Vice Presidents for Internal Fundraising shall present a list of people assigned to chair the fundraisers at the first Executive Board meeting of the school year. The Vice President or Co-Vice Presidents for Internal Fundraising shall work with the Assistant Treasurer to submit anticipated income and expense budget sheets for each fundraiser at each Executive Board meeting. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.
- 3.5 Vice President or Co-Vice Presidents for External Fundraising: The Vice President or Co-Vice Presidents for External Fundraising shall assign chairpeople to coordinate all fundraising efforts outside the school. The Vice President or Co-Vice Presidents for External Fundraising shall coordinate and oversee all special initiatives and handle community relations. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.
- 3.6 Vice President or Co-Vice Presidents for Publicity & Communications: The Vice President or Co-Vice Presidents for Publicity & Communications shall oversee and coordinate all graphics, posters, publicity, and promotional materials for each PTA event, fundraiser, or initiative with the approval of the President or Co-Presidents. This position is responsible for reporting findings and updates to the President or Co-Presidents.
- 3.7 Vice President or Co-Vice Presidents for Parent Relations & Hospitality: The Vice President or Co-Vice Presidents for Parent Relations & Hospitality shall prepare the annual class lists and maintain a database of

each parent's contact information. The Vice President or Co-Vice Presidents for Parent Relations & Hospitality shall solicit class parents to represent each class, mentor the class parents, and provide assistance throughout the year to the class parents. The Vice President or Co-Vice Presidents for Parent Relations & Hospitality will work with the Principal and Vice Principal's schedule to provide, wherever feasible hospitality for P.S. 41 functions (such as Parent Teacher Conference Days). The Vice President or Co-Vice Presidents for Parent Relations & Hospitality shall coordinate all activities for Teacher Appreciation Week. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.

3.8 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 association meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The Recording Secretary or Co-Recording Secretaries shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the association's records on school premises. The Recording Secretary or Co-Recording Secretaries 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. The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The Recording Secretary or Co-Recording Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.

3.9 Corresponding Secretary or Co-Corresponding Secretaries: The Corresponding Secretary or Co-Corresponding Secretaries shall be responsible for recording the mail received by the association and for preparing responses and correspondence at the request of the President or Co-Presidents. The Corresponding Secretary or Co-Corresponding Secretaries shall be responsible for preparing and distributing notices and agendas of all association meetings and distributing other informational materials to the association's members. The Corresponding Secretary or Co-Corresponding Secretaries shall be responsible for writing and distributing the tri-annually association newsletter. If she/he so desires he/she can designate and oversee a parent member of the association to do the newsletter. Where appropriate in the interest of the smooth and expeditious administration of the association's affairs, the Recording Secretary or Co-Recording Secretaries and the Corresponding Secretary or Co-Corresponding Secretaries may, with the consent of the President or Co-Presidents, reallocate between themselves responsibility for

distributing notices, agendas and similar communications. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.

- 3.10 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the association. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the association. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all association 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. The Treasurer or Co-Treasurers shall seek the assistance of the Assistant Treasurer or Co-Assistant Treasurers in completing her/his duties. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.
- 3.11 Assistant Treasurer or Co-Assistant Treasurers: The Assistant Treasurer or Co-Assistant Treasurers shall assist the Treasurer or Co-Treasurers as he/she may need or require. The Assistant Treasurer or Co-Assistant Treasurers shall be one of the signatories on checks. Where appropriate, in the interest of the smooth and expeditious administration of the association's affairs, the Treasurer or Co-Treasurers and Assistant Treasurer or Co-Assistant Treasurers may, with the consent of the President or Co-Presidents, reallocate between themselves responsibility for the financial affairs and funds of the association. This position is responsible for reporting findings and updates to the President or Co-Presidents and the Executive Board.
- 3.12 Community Education Council (CEC) Selectors: Selectors of the parent members of each CEC shall be the three mandatory PTA officers. Officers who are candidates in the selection process shall not be eligible to cast votes in the selection process. In accordance with Chancellor's Regulation D-140, in the case of Co-Presidents, Co-Secretaries, and/or Co-Treasurers, the remaining Executive Board members will determine who will be the CEC selectors.
- 3.13 School Leadership Team Membership: The President of the PTA shall automatically serve as a core member of the School Leadership Team (SLT). (In the event that the association elects Co-Presidents, refer to Article IV, Section 3.1 of the association bylaws.) All other parent member representatives shall be elected by the general membership.

- SLT Nominations and Elections: School Leadership Team parent member representative elections will be held in accordance with term limits as set forth in the SLT bylaws. Notice of SLT vacancies and election information will appear on the May general membership meeting notice. Nominations for SLT parent members will be taken at the May meetings. Nominations may be from the floor or in writing to the President (see Article IV, Section 4.1) and will be closed at the end of the May meeting. Nominees need not be present to submit their names or to be nominated by another member.
- Election: Notice of the election of SLT parent members will be included in the notice of the June general membership meeting. Election of SLT members shall take place following the election of the associations' Executive Board at the June general membership meeting.
- 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 will be established during the March general membership meeting. The committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President, subject to the approval of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson.

No person employed at P.S. 41 shall be eligible to serve on the nominating committee. Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process as described in Article IV Section 4.2.



4.2 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 election pursuant to Article IV, Section 8, and Chancellor's Regulation A-660 by no later than the last day of school in June. Election Process: The election process, as conducted by the nominating committee, includes the following:

- canvassing the membership throughout the months of March – May for all eligible candidates in ways that maximize member participation;
- preparing and distributing written notices, in English and other languages spoken by parents in the school, to the entire membership at least ten calendar days in advance of;
- collecting nominations through the May general membership meeting;
- reporting the names of previously nominated candidates during the May meeting;
- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May meeting;
- preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the May meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the principal and his/her designee. 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 graduating and another child entering the school may only run for a non-mandatory office during spring elections. The principal must certify to the membership that the candidates being considered are eligible to run for office;
- scheduling the election at a time that ensures maximum participation;
- 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 June election meeting;

- notifying the principal of the date and time of the election in writing by April 1st; if the principal is not so notified by May 1<sup>st</sup>, 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 calendar days, the principal must notify all parents and convene a meeting in May to form and nominating committee and schedule elections;
- ensuring that campaigning is in compliance with Article IV Section 4.7;
- completing the spring election in accordance with Article IV Sections 4.4 – 4.9 during the June meeting;
- ensuring that, in contested elections, each candidate may speak for two minutes prior to election (see Article IV Section 4.6);
- 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;
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 5);
- 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.

4.3 Notices: The meeting notice and agenda for the spring general membership nomination meeting and election meeting shall be distributed not less than ten (10) calendar days prior to the date. The notice should include a list of all Executive Board 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 how parents can be nominated for office. A notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated.

Notice may be sent by email, but the nominating committee must also send notice by backpack or postal mail. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices.

- 4.4 Voting Requirements: There shall be one vote per parent member of the family for the child/children currently attending P.S. 41. Each staff member currently employed at P.S. 41 shall be entitled to one vote. Voting by proxy or absentee ballot is prohibited.
- 4.5 Contested Elections and Use of Ballot: If more than one candidate is seeking the same position, the following procedures must be followed.
- Written ballots shall be used in all contested elections.
  - 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. Candidates running for co-offices must be listed together and voted for as a team.
  - Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
  - Ballots shall be distributed once voter eligibility has been established.
  - Ballots shall be counted immediately following the election and in the presence of the members.
  - Ballots must remain in the meeting room until the election meeting has been adjourned.
  - Ballots must not be removed from the school. Ballots must be retained for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
  - Ballots shall be retained by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Recording Secretary.
- 4.6 Candidate Rights in Contested Elections: Distribution of candidate statements which are appropriate may be distributed to the membership. During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. Each candidate may speak for two minutes prior to election. If a candidate is not able to be present, another person may read the candidate's statement.
- 4.7 Campaigning: No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the PTA. Any individual who violates this provision jeopardizes the candidate's eligibility to be

elected to office. Candidates who violate this provision will be subject to disqualification and may be 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, CCELL, or D75 Council.

- 4.8 Presence for Vote: A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.
- 4.9 Uncontested Elections: In uncontested elections, members may vote by show of hands or acclamation to accept the slate of incoming officers. If there is only one candidate for an office, a member must make a motion for the Recording Secretary to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

#### Section 5. CERTIFICATION OF THE ELECTION

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

If any elected person vacates his/her office for any reason, the Executive Board must notify the principal and membership in writing within 5 calendar days. Upon resignation of any co-officer, the membership must vote to determine if the remaining co-officer may fill the unexpired term on his/her own.

Any vacancy shall be filled by succession. All mandatory officer vacancies must be filled by succession of the next highest ranking officer. The ranking of officers shall be as follows: President or Co-Presidents, First Vice President or Co-First Vice Presidents, Second Vice President or Co-Second Vice Presidents, , Vice President for Internal Fundraising or Co-Vice Presidents for Internal Fundraising, Vice President for External Fundraising or Co-Vice Presidents for External Fundraising, Vice President for Publicity & Communications or Co-Vice Presidents for Publicity & Communications, Vice President for Parent Relations & Hospitality or Co-Vice Presidents for Parent Relations & Hospitality, Recording Secretary or Co-Recording Secretaries, and Corresponding Secretary

or Co-Corresponding Secretaries, Treasurer or Co-Treasurers, Assistant Treasurer or Co-Assistant Treasurers.

In the event that the core mandatory offices (President, Recording Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies by October 15<sup>th</sup>.

Officers who wish to resign their positions 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.

## Section 7. 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 4.5 of these bylaws.

- 7.1 Circumstances: Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill an office vacancy by succession.
- 7.2 Written Notice: Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.
- 7.3 Conducting Special Expedited Elections: A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.
- 7.4 Voting: When there is more than one candidate for an office written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

## Section 8. DISCIPLINARY ACTION

Any officer who fails to attend three (3) consecutive Executive Board meetings 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.

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

- A motion is presented by 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.
- The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. 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.
- 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 association'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).

## Section 9. JUNE TRANSFER OF RECORDS

The outgoing PTA Executive Board shall arrange for the orderly transfer to the incoming Executive Board of records and information of the PTA, which shall include an overview of all PTA transactions for the school year and 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. Transfers must occur on school premises.

Prior to the conclusion of a PTA Recording Secretary term, she/he 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.

Prior to the conclusion of a PTA Treasurer's 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 to the newly elected Treasurer.

All PTA Records must be maintained for 6 years.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1. COMPOSITION**

The Executive Board shall be comprised of the elected officers of the association. Persons employed at P.S. 41 or members of the Community District Education Council shall be ineligible to serve as an elected officer of the association.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 8 unless a good and valid reason is rendered in writing.

### **Section 2. MEETINGS**

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at 8:00 am on the second Thursday of the month. The Executive Board shall have the power to reschedule Executive Board meetings in the event a scheduled meeting conflicts with another school event or falls on a school holiday.

The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

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.

### **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.

### **Section 5. CONTACT INFORMATION**

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address

where members may contact that officer. The list shall not include home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the association 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 - MEMBERSHIP MEETINGS**

Section 1.      **GENERAL MEMBERSHIP MEETINGS**

1.1      Time of Meeting: The general membership meetings of the association shall be held each month from September to June. Meetings shall be held at 8:50 am on the third Tuesday of the month.

The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event or falls on a school holiday.

Upon review of these bylaws or motion of a member at any general membership meeting, the Executive Board shall survey the general membership to determine whether the schedule for the day and time of general membership meetings should be changed.

1.2      Notice of Meeting: A ten calendar day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. 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.

1.3      Location of Meeting: All meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences.

1.4      Participation: All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws. Observers may speak and otherwise participate, if acknowledged by the chair.



Section 2. ORDER OF BUSINESS

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

- Call to Order (attendance sheet to be distributed)
- Reading and Approval of Minutes
- Principal's Report
- Treasurer's Report
- President's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3. QUORUM

The quorum shall be two Executive Board members and six additional members of the PTA. A quorum shall be required in order to conduct official association business. In the absence of a quorum, the PTA may have non-binding discussions. If the association fails to meet quorum requirements at two consecutive meetings, official business may be conducted at the second of such meetings.

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.

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) association 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

1.1 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. Chairpersons of ad-hoc and standing committees are not voting members of the Executive Board unless they have been elected as officers by the general membership. The standing committees of the PTA are the following:

Budget: The budget committee, chaired by the Treasurer or one of the Co-Treasurers, 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.)

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 one of the 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 association shall run from July 1 through June 30.

Section 2. SIGNATORIES

The President or Co-Presidents, Treasurer or Co-Treasurers, and Assistant Treasurer or Co-Assistant Treasurers shall be authorized to sign checks. All checks require at least two signatures, one of whom will be the Treasurer or Assistant Treasurer. Signatories shall not be related by blood or marriage or members of the same family or household.

### Section 3. BUDGET

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

- the preparation of a written review of the prior year's budget for discussion at the May membership meeting
- the preparation of 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
- the development and/or review of the budget process which includes:
  - The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the June meeting.
  - The incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
  - 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.
  - No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the principal.
  - All funds shall be deposited in the bank account by the Treasurer or Assistant Treasurer within 1 business day. 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.
  - Financial records of the PTA (e.g., all records reflecting income, expenditures, refunds and any other financial

transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.

- No checks may be written payable to cash or petty cash.

- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- 3.4 Plans for all fundraising activities conducted by the association 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.
- 3.5 All expenditures of funds by the association 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.
- 3.6 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 association, and shall be for no more than \$500 without a resolution approving such expenditure.
- 3.7 The Executive Board is authorized to make an emergency expenditure not to exceed \$1,000 with a two thirds approval by the Executive Board. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.
- 3.8 Funds raised for a particular purpose must be allocated solely for the designated purpose. Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 4. RECORD KEEPING

- 4.1 PTAs shall obtain their own Employer Identification Number (EIN) from the Internal Revenue Service for bank account applications. PTAs may not conduct any fundraising activities until they have obtained an EIN. PTA's EINs must be maintained on file with the principal.
- 4.2 PTAs shall obtain their own New York State Tax Exempt Number for the purpose of purchasing items exempt of sales tax. PTAs tax exempt status is to be used only for the PTAs benefit and not for the benefit of individual members. Copies or records of tax exempt forms submitted to stores must be maintained as PTA records.
- 4.3 A checking account in the name of the PTA shall be maintained. Any accounts other than the mandatory checking account must be authorized by a vote of the PTA membership and must be in the name of the PTA. The PTA must use a commercial ledger checkbook.
- 4.4 The acquisition or use of an automated teller machine (ATM) card or cards or withdrawal slips by the PTA is prohibited.
- 4.5 PTAs are prohibited from writing checks payable to cash or petty cash.
- 4.6 PTA members may only be reimbursed for PTA out-of-pocket expenses if they submit receipts, the membership approves, and the check is made payable to the PTA member.
- 4.7 Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the expenditure. The PTA must keep all financial records for a period of six (6) years.
- 4.8 All funds shall be deposited in the bank account by the Treasurer and/or Assistant Treasurer within 24 hours of receipt. 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 (2) authorized members.

Section 5. AUDIT

- 5.1 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.
- 5.2 The audit committee shall conduct an audit of all financial affairs of the association with the help of the Treasurer or Co-Treasurer who shall make all books and records available to them. The audit committee may also

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

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

- 6.1 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.
- 6.2 The Treasurer 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.
- 6.3 The Treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer, Assistant Treasurer, Recording Secretary, 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. The Treasurer or Assistant Treasurer and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer or Assistant Treasurer shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

All collected monies for next day bank deposit must be secured on school premises. The use of withdrawal slips and ATM cash are prohibited.

- 6.4 In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raising proceeds from students.
- 6.5 The association'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 association 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 association 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 association 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 with 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 association, 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 the 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 amendments were approved, in accordance with the provisions of Article IX, at the membership meeting held on \_\_\_\_\_.  
(Month) (Day) (Year)

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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