

# BYLAWS

## **P.S. 101Q's Parent's Association, Inc.**

APPROVED BY THE MEMBERSHIP ON MARCH 16th, 2017

*Proposed Amendments: Revised on February 26th, 2019*

_____ PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 1 <sup>ST</sup> VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 2 <sup>ND</sup> VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ 3 <sup>RD</sup> VICE PRESIDENT'S NAME	_____ SIGNATURE	_____ DATE
_____ COMMUNICATIONS SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-RECORDING SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-RECORDING SECRETARY'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-TREASURER'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-TREASURER'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-NEW PARENT LIAISON'S NAME	_____ SIGNATURE	_____ DATE
_____ Co-NEW PARENT LIAISON'S NAME	_____ SIGNATURE	_____ DATE

## **Article I - Name**

The name of the association shall be P.S.101Q's Parent's Association, Inc., located at 2 Russell Place, Forest Hills, N.Y., 11375.

## **Article II - Objectives**

1. To provide support and resources to the school for the benefit and educational growth of all children at our school
2. To promote and help develop a cooperative working relationship between the parents, teachers, staff, and administration of our school
3. To foster and encourage parent participation and community involvement
4. To provide opportunities for parents to participate in school-wide efforts, school governance, and decision making

## **Article III - Membership**

### **Section 1. Eligibility**

Membership is ~~automatically~~ extended to all parents (by birth or adoption), step parent(s), legally appointed guardians, foster parents, or persons in parental relation to students currently attending P.S.101Q. The principal, when necessary, will determine whether an individual is a person in parental relation based on documentation presented at the school. No membership form is necessary. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

### **Section 2. Donations and Dues**

Donations and dues are not a requirement for membership, voting, or candidacy. Donations are solicited during the school year on a voluntary basis.

### **Section 3. Voting Privileges:**

Every parent member has the right to vote at all P.A. meetings unless there is a conflict of interest. Proxy voting or absentee balloting is prohibited.

#### **3.1 CONFLICTS OF INTEREST**

PA/PTA decisions must be made by participation and vote of only those members of the association who do not have a conflict of interest. Any conflict of interest must be disclosed to the membership.

PA/PTA members cannot have any direct or indirect interest in any business transaction, any financial interest, or any business dealing with the school, School District 28, the PEP, the CEC, the CCSE, CCHS, CCELL, or the DOE (see A660, ). Members who have a conflict of interest must refrain from participation in any decision relating to that matter.

## Article IV - Officers

### Section 1. Titles

The officers of the association shall be: President or Co-Presidents, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Communications Secretary or Co-Communications Secretary, Recording Secretary or Co-Recording Secretary, After School Program Coordinator or Co-After School Program Coordinator, Treasurer or Co-Treasurer, Parent Engagement Liaison or Co- Parent Engagement Liaison, IT Secretary or Co-IT Secretary, and Volunteer Coordinator.

The association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning P.A. Parents may choose to run individually or as co-officers.

Persons employed at P.S.101Q shall be ineligible to serve as an elected officer of the association.

### Section 2. Term of Office

The term of office shall be from July 1<sup>st</sup> through June 30<sup>th</sup>. Officers may be re-elected through the annual election process.

#### 2.1 TERM LIMIT

Officers may serve multiple terms, with a limit of 3 consecutive terms.

#### 2.2 TERM LIMIT MODIFICATIONS

In the event the P.A. decides to modify the conditions of term limits in the future, the change will not affect the currently elected officers. Any new term limit policy will go into effect as of the election of successors to the current officers at the time of the modification to the bylaws.

### Section 3. Duties of Officers

President or Co-Presidents: The president or co-presidents shall:

- ◆ provide leadership for its members and encourage meaningful participation in all parent and school activities.
- ◆ preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee.
- ◆ create an agenda for all P.A. meetings and review all memos distributed by the P.A.
- ◆ meet regularly with P.A. Executive Board members.
- ◆ appoint chairpersons of P.A. committees in consultation with the Executive Board.
- ◆ delegate responsibilities for various events and activities throughout the school year.
- ◆ attend regular meetings of the region/district Presidents' 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 region/district Presidents' Council. The president or either of the co-presidents or his/her designee shall represent the P.A. on regional/district committees.
- ◆ update P.A. bylaws at least every three years with the assistance of other members of the Executive Board
- ◆ serve as a signatory on P.A. checking/bank accounts.

1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President: The Vice-Presidents shall:

- ◆ assist the president (or co-presidents) in managing the responsibilities for all the activities of the P.A. (1st Vice President), the Residency Program (2nd Vice President) and the Class Parent Program (3rd Vice President).
- ◆ assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request.
- ◆ serve as a designee on the President's Council at the request of the President (or co-President).
- ◆ assume responsibilities of President in order of succession (the 1st Vice President, 2nd Vice President, 3rd Vice President) only in the instance of the President or both Co-Presidents officer position(s) being vacant, due to resignation or removal from office.
- ◆ may serve as one of the signatories on all checking/bank accounts (1<sup>st</sup> Vice President only, see Finance Section below).

Treasurer or Co-Treasurer: The Treasurer shall:

- ◆ maintain all financial records and funds of the association. All records must be housed at P.S.101Q.
- ◆ present and provide the monthly statement of fund balance and other pertinent financial reporting at all P.A. meetings.
- ◆ provide the Department of Education (as per the current A-660), the principal, and the general membership with the January 31st Interim and June 30th Annual Financial Accounting Reports.
- ◆ prepare all government filings (including annual IRS and NYS filings).
- ◆ review insurance contracts on an annual basis.
- ◆ make financial records available for audit.
- ◆ prepare and transfer all financial records to the incoming Executive Board.
- ◆ keep all financial records on school premises for six (6) years and transfer all financial records to incoming Executive Board.
- ◆ keep permanent file of all documents pertaining to parent association's incorporation, including tax identification numbers.
- ◆ serve as a signatory on P.A. checking/bank accounts.

Recording Secretary or Co-Recording Secretary: The Secretary shall:

- ◆ maintain the official record (minutes) of the proceedings and actions of all association meetings. Within 14 calendar days of the meeting, completed P.A. meeting minutes may be given to the President or Co-presidents for preliminary approval. Once the minutes are preliminarily approved, they shall receive the status of DRAFT. DRAFT minutes may be publicly distributed via paper and/or electronic means bearing the conspicuous mark of DRAFT. Draft minutes shall be distributed at the following month's P.A. meeting for final approval by the general membership. Approved minutes shall be posted on the P.A. website and made available in the P.A. office.
- ◆ ensure that all records, including P.A. bylaws, meeting notices, agendas, P.A. Executive Board minutes, monthly P.A. meeting minutes, and parent contact information, are kept on school premises for six (6) years and made available to incoming boards.

After School Program Coordinator or Co-After School Program Coordinator: The After School Program Coordinator shall:

- ◆ be responsible for the successful implementation of the After School program provided by the P.A. to PS101Q students in collaboration with the ASP school staff.
- ◆ provide general oversight and management of the P.A.'s After School Program (ASP) and work with the ASP school staff to ensure compliance with rules and regulations regarding running an after school program.

- ◆ identify both internal, teacher-led classes and external, vendor-led classes to include in the ASP class schedule.
- ◆ prepare the Fall and Spring ASP schedules and submit to the Executive Board and school for approval.
- ◆ review ASP policy and submit any recommendations to the Executive Board for approval.
- ◆ open enrollment ahead of both the Fall and Spring ASP semesters, including managing wait lists and facilitating class changes.
- ◆ monitor the ASP email inbox and respond in a timely manner to parent inquiries.
- ◆ work with the Treasurer to ensure all ASP vendors are paid promptly, including all DOE staff and teachers.

Communications Secretary or Co-Communications Secretary: The Communications Secretary shall:

- ◆ assist with P.A. communications, both within the school and the broader neighborhood community.
- ◆ assist with After School Program communications.
- ◆ assume the position of Recording Secretary at the P.A. meetings should the Recording Secretary be unavailable.
- ◆ Maintain the email distribution database.

Parent Engagement Liaison or Co-Parent Engagement Liaison: The Parent Engagement Liaison shall:

- ◆ assist in engaging all parents, both new and existing, to the school by exploring community-building initiatives.

IT Secretary or Co-IT Secretary: The IT Secretary shall:

- ◆ support the P.A. in IT related matters such as P.A. email accounts, file sharing, the P.A. website, online forms, the school wide email system and other IT needs as they arise.

Volunteer Coordinator: The Volunteer Coordinator shall:

- ◆ support event Chairs in identifying volunteer needs.
- ◆ coordinating volunteers, including creating and maintaining sign up sheets, for all PA sponsored events and initiatives.

#### **Section 4. Election of Officers**

Annual elections must be completed between the second Tuesday in May and the third Friday in June. The election for the reserve, non-mandatory position of Incoming Parent Liaison or Co-Incoming Parent Liaison will be held at the first regularly scheduled P.A. meeting in the Fall. See Article IV, Section 4.6 for details.

##### 4.1 NOMINATING COMMITTEE:

The establishment of a nominating committee may be discussed at the February general membership meeting. The vote to select members of the nominating committee is to take place during the March general membership meeting. If a nominating committee can be established, the committee shall consist of three to five (3-5) members, if possible. 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.101Q shall be eligible to serve on the nominating committee.

If a nominating committee is not/cannot be formed by the end of March, the Executive Board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership at the April general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws.

If no nominating committee can be formed, the P.A. will proceed with an expedited election as provided for by A-660, Section 1.G.4.

#### 4.2. RESPONSIBILITIES OF THE NOMINATING COMMITTEE:

- ◆ Written Election Meeting Notice - The Nominating Committee is responsible for ensuring that written notification of the election meeting is provided to all members. Notice must be sent at least 10 calendar days prior to the election meeting. If nominations have been closed, the election notice may include the names of the candidates listed alphabetically by last name for each position. Election meeting notices must include the following information:
  - A list of all available executive board positions (The PA/PTA bylaws may reserve non-mandatory positions to be elected in the fall).
  - 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 they are included in the bylaws.
  - The mechanism(s) by which parents can become candidates for PA/PTA office.
  - The date nominations close.
- ◆ Soliciting Candidates: The Nominating Committee shall canvas the membership throughout the months of February, March and up to the regularly scheduled PA meeting in April for all eligible candidates, and inform potential candidates and parent community of term limits. The Committee shall prepare and distribute information regarding the close of nominations at least ten (10) calendar days prior to the April Nominations. The Committee shall report the names of candidates nominated to date during the April general P.A. meeting prior to the elections.

During the April general meeting, the close of nominations for officers shall occur after a final call for nominations from the floor. Eligible members may nominate themselves or another eligible member.

- ◆ Determining Eligibility of Candidates: The Nominating Committee is responsible for determining and verifying the eligibility of all interested candidates, prior to the election, in consultation with the principal or his/her designee. The principal must certify to the membership that the candidates being considered are eligible to run for office.

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.

Eligibility for office is limited to parents (by birth or adoption), step parent(s), legally appointed guardians, foster parent(s), or persons in parental relation to students who are not employed at P.S. 101Q.

- ◆ Conducting the Candidate Forum (Election Meeting): All candidates (or his/her designee) will have an opportunity to address the membership at a candidate forum (election meeting). Members will be notified ten (10) days prior to the candidate forum (election meeting) in April.
- ◆ Conducting the Election: Annual elections must be completed between the second Tuesday in May and the third Friday in June.

No campaigning materials are allowed. Brief statements (between 350-500 words) may be compiled and distributed by the Nominating Committee prior to the actual election.

The Nominating Committee must notify the principal of the date and time of election by April 1<sup>st</sup> each school year.

The Nominating Committee must prepare ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.

#### 4.3. CONTESTED ELECTION AND USE OF BALLOT:

- ◆ Written ballot 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. Names of candidates for the positions of co-presidents must be listed as a team.
- ◆ Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school, where possible.
- ◆ Ballots shall be distributed once voter eligibility has been established.
- ◆ Every member has the right to one vote. Voting by proxy or absentee ballot is prohibited.
- ◆ Ballots shall be counted immediately and in the presence of at least, but not limited to, 2 other members who are not running for office. Any member and observer may also witness the ballot count.
- ◆ Ballots shall be retained on school premises for six months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
- ◆ The election will take place on the same day as the regularly scheduled May P.A. meeting at which time voting will be possible. To give ample opportunities for our community to participate in the election process, voting stations will be provided in the school yard (weather permitting) and security entrance during high volume periods (8:00-9:00 am, 2:15-3:30 pm, 4:15-4:45 pm, 7:00-8:00 pm). Voting will end at 8:00 pm.

#### 4.4 UNCONTESTED ELECTIONS:

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

#### 4.5. CERTIFICATION OF THE ELECTION

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

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.

#### 4.6 RESERVE POSITION

To accommodate for incoming students and families, the Parent's Association will hold an election in September of each school year to fill the position of Incoming Parent Liaison or Co-Incoming Parent Liaison. The term will end on June 30th of the current school year. The election will be conducted as follows:

A notice to the general membership must be dated and distributed by the 1st day of the school year term or at least ten (10) school days before the special election. The notice must contain the date and time of the special election. The notice must also indicate that nominations for the vacant position will be taken in writing prior to the election meeting and/or from the floor. Candidates need not be present at the time of the election in order to run. Candidates will have an opportunity to speak at the election meeting if they choose.

When there is more than one candidate running, written ballots must be used with names appearing in alphabetical order.

If the election is uncontested, a member must make a motion to cast one vote to elect an uncontested candidate to office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

#### 4.7 OFFICER VACANCIES

All mandatory officer (President, Recording Secretary, and Treasurer) vacancies must be filled by succession of the next highest-ranking officer. For example, a vacancy in the position of President will be filled by the Vice-President(s) or next highest-ranking officer. In the case of the Secretary or Treasurer, the Vice Presidents by rank will be requested to take over the vacant position. Upon resignation of a co-officer, the PA/PTA members must vote to determine if the remaining co-officer may fill the unexpired term on her/his own or whether an expedited election must be conducted. In the event that the core mandatory offices cannot be filled through succession, a special expedited election must be held to fill those vacancies. If at all possible, officers who wish to resign their positions once an election has been certified, must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the president or co-presidents.

The P.A. must notify the membership and principal in writing of any mandatory officer vacancies within 5 school days and state whether the vacancy will be filled by succession or expedited election.

Once the vacancy has been filled, an updated P.A./P.T.A. Election Certification Form must be filed with the principal and FACE.

#### 4.8 SPECIAL EXPEDITED ELECTION PROCESS

An expedited election must be held by October 15th to fill mandatory officer positions not filled during the annual spring election.

An expedited election may be held during the school year in the event that a mandatory officer position becomes vacant and cannot be filled through succession.



A notice to the general membership must be dated and distributed at least ten (10) school days before the expedited election. The notice must contain the date and time of the expedited election. The notice must also indicate that nominations for the vacant mandatory positions will be taken from the floor. No nominating committee is necessary for the expedited election.

When there is more than one candidate for an office, written ballots must be used with names appearing in alphabetical order. See section 4.3.

If the election is uncontested, a member must make a motion to cast one vote to elect the candidate for office.

#### 4.9 ELECTION GRIEVANCES

A P.A. member who believes that an election was conducted in a manner that violates the law or a provision in the P.A. bylaws should consult Chancellor Regulations A-660, Article V, Dispute Resolution Process, Section B 4..

#### 4.10 OFFICERS' CONTACT INFORMATION

The P.A. Executive Board must provide a list of elected P.A. officers (with telephone numbers and/or e-mail addresses) and the P.A.'s telephone number to the general membership. The list is to be made available at P.A. meetings, on the P.A. website, the P.A. bulletin board, and in the principal's office.

### **Section 5. Education Council Selectors**

The P.A. President, Treasurer, and Recording Secretary will serve as P.S.101Q's selectors for the CEC election. Should any of these officers become candidates for the CEC, they shall not be eligible to cast votes in the selection process. Another parent shall be elected at a meeting of the general membership to replace any officer running for the CEC.

### **Section 6. June Transfer of Records/Bank Accounts**

The outgoing P.A. Executive Board shall arrange for the orderly transfer of records and information of the P.A., which shall include an overview of all P.A. transactions for the school year, to the incoming Executive Board. The newly elected officer positions of President or Co-Presidents, 1<sup>st</sup> Vice President, Treasurer or Co-Treasurer shall complete bank signatory cards for the checking account of PS101Q's Parent's Association, Inc. for an effective date of July 1st.

### **Section 7. 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 P.A. member and two-thirds vote of the membership present. Before the vote is taken, 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.

Removal by the Chancellor: An officer or P.A. member may be removed by the Chancellor, his/her designee, or the CFEO on a case-by-case basis for (see Chancellor's Regulation A-660):

- ◆ Criminal wrongdoing or misconduct
- ◆ Financial discrepancies or financial wrongdoing
- ◆ Presenting a threat or risk to others

- ◆ Negligence in his/her duties and responsibilities

P.A. officers may also be removed for unsatisfactory performance or if found to be negligent in their duties and responsibilities as outlined in the bylaws or Chancellor's Regulation A660 by following the procedure outlined below:

- ◆ At any general membership meeting, a P.A. member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- ◆ If the motion is approved by two-thirds of the assembled members, the P.A. must select a review committee by majority vote. A minimum of two members of the Executive Board not under review should serve on the review committee.
- ◆ The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 20 school days of the date the motion was presented. The officer(s) under review will then have 20 school days to respond to the review committee's finding.
- ◆ Both the findings of the review committee and the officer(s)'s response will be presented at the next P.A. meeting. The P.A.'s notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of a P.A. executive board member. The officer(s) may be removed by a two-thirds vote in favor of a motion to remove him/her/them from office.
- ◆ The result of the motion must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

## **Article V - Executive Board**

### **Section 1. Composition**

The Executive Board shall be composed of the elected officers of the association. Officers shall be expected to attend all Executive Board meetings.

### **Section 2. Meetings**

Regularly scheduled meetings of the Executive Board shall be held **15 minutes after the first period bell on the Monday** a week prior to the regularly scheduled P.A. meeting. If a regularly scheduled meeting falls on a legal or religious holiday, the meeting may be held on the following or previous week. Executive Board meetings will be announced to the general population 10 days prior to the scheduled meeting.

### **Section 3. Voting**

Each member of the Executive Board shall be entitled to one vote. Motions will pass with a majority. In case of a tie, the President or Co-President will make the final determination. In the event that emergency circumstances require email meeting or vote, request must be made by the President or Co-President with a clear statement of purpose. Any action taken as a result of an email exchange or vote must be consistent with laws, bylaws, rules and regulations.

### **Section 4. Quorum**

A majority of the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

## **Article VI - Meetings**

### **Section 1. General Membership Meetings**

The P.A. meetings of the association shall be held the third Tuesday of each month from September through June, immediately following the 1st morning school bell or at an evening start time between 6PM and 8PM determined each year by a poll of the general membership which occurs no later than by the 2nd PA meeting in October. Should a holiday or scheduling conflict occur on this date, the meeting shall be rescheduled to the following Wednesday, if possible. The schedule of P.A. meetings will be placed on the calendar, which is posted on the P.A. website and distributed to students through backpacks. A meeting reminder will be distributed ten (10) calendar days prior to the meeting. A special P.A. meeting may be held in case of emergency, with notice given if possible.

All eligible P.A. members may attend and participate during P.A. meetings. 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
- ◆ Reading and Approval of Minutes
- ◆ President's Report
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ School Leadership Team Report
- ◆ Committee Reports
- ◆ Old Business
- ◆ New Business
- ◆ Adjournment

### **Section 3. Quorum**

A quorum for a general P.A. meeting must consist of at least eight (8) P.A. members including a minimum of two (2) Executive Board members and six (6) parent members.

### **Section 4. Parliamentary Authority**

*Robert's Rules of Order – Newly Revised* may be used to conduct specific meetings as determined by the Executive Board, provided that it is consistent with laws, policies, rules, and regulations.

## **Article VII – Standing Committees**

The president will appoint standing committee chairpersons in consultation with the Executive Board. Committees shall be established by Executive Board approval. Chairpersons are responsible for overseeing events, programs, and other initiatives.

## **Article VIII - Financial Affairs**

To ensure that the P.A.'s financial affairs are aligned with its goals, the general membership of the P.A. must be involved in the planning of all fundraisers and the expenditure of all funds during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting. Failure to obtain membership approval before initiating a fundraising activity is a violation of Chancellor's Reg A660.

### **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-Treasurer and/or 1st Vice-President (no more than four officers) shall be authorized to sign checks. All checks require at least two signatures. Signatories shall not be related by blood or marriage. A P.A. member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### **Section 3. Budget**

A proposed budget shall be prepared by the Treasurer and President for review by the Executive Board in April and for final adoption by the membership at the May P.A. meeting. The budget may be amended by vote of the general membership at any P.A. meeting.

The Treasurer shall present the expected year-end financial statement at the June P.A. meeting and the final year-end financial statement at the September P.A. meeting.

### **Section 4. Emergency Expenditures**

The Executive Board is authorized to make an emergency expenditure not to exceed \$1,500 with a two thirds (2/3) approval by the Executive Board. The Treasurer will report these authorized expenditures to the general membership at the next association meeting in writing. The minutes of the meeting must reflect a vote taken by the association on whether the emergency expenditure was an appropriate use of the funds.

### **Section 5. Handling of Checks and Cash**

At least two non-related P.A. members must count and record any cash, checks, or money orders received by the P.A. within the same day, if possible. All monies must be counted on school premises and, if not deposited, must be secured in a locked location on school premises.

Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, P.A. minutes related to the expenditure, etc.

Checks written to “petty cash” or “cash” are prohibited. The use of withdrawal slips, debit cards, and ATM cards is prohibited.

**Section 6. Audit**

The P.A. may establish an internal audit committee or hire an external auditor to review the financial affairs of the P.A.

**Section 7. Out-of-Pocket Expenditures**

Reimbursement for out-of-pocket expenditures is permissible if the expense directly benefits an approved, P.A. sponsored initiative. Permission from an Executive Board member in advance is strongly encouraged to assure funding is available. The maximum dollar amount for which a member may be reimbursed per initiative is \$3,500.00 and may not exceed the total budget allocated for the initiative. Reimbursement must be made by check payable to the member, and not in cash. Receipts must be provided to parents who pay or offer cash donations. However the P.A. may not offer cash reimbursements or refunds after funds have been collected and deposited.

**Article IX - Bylaw Amendments**

These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting. If possible, the proposed amendment will be posted on the P.A. website and made available in the P.A. office and at the P.A. meeting. If possible, notice of the proposed amendment will be included in the P.A. agenda for the meeting at which the bylaws are to be amended. Amendments are effective immediately unless otherwise specified.

Any P.A. member may present a motion at a general P.A. meeting to amend a provision of the bylaws to bring the bylaws into compliance with Chancellor’s Regulation A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented.

A thorough review of these bylaws shall be conducted every three (3) years or upon revision of the Chancellor’s Regulations.

In the event that these bylaws contain any provision that conflicts with Chancellor’s Regulation A660, the provisions of Chancellor’s Regulation A660 shall be deemed controlling. All remaining provisions of the PA/PTA bylaws that are not in conflict with Chancellor’s Regulation A660 shall remain in full force and effect. (See Chancellor’s Reg, Section I.G.1)

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 February 22, 2015.

Signed By:

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President

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Recording Secretary

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(Month) (Day) (Year)

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