

**PS 230 PARENT TEACHER ASSOCIATION, INC.
AMENDED AND RESTATED BYLAWS
FEBRUARY 16, 2017**

ARTICLE I - NAME

The name of the organization shall be the PS 230 Parent Teacher Association, Inc. (the "PTA").

ARTICLE II – OBJECTIVES

The objectives of the organization shall be:

1. To provide support and resources to the school for the benefit and educational growth of the students
2. To promote and help develop 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
6. To develop and maintain fund raising efforts to support the above objectives

ARTICLE III – MEMBERSHIP

Section 1. Eligibility. Parents of students currently attending PS 230 are automatically members of the PTA. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS 230. At the beginning of each school year, the PTA shall send a welcome letter to inform parents of their automatic membership status. Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at PS 230.

Section 2. Voting Privileges. Each parent of a child currently enrolled at PS 230 shall be entitled to one vote. Each teacher, paraprofessional, school aide, school secretary, and food service worker currently employed at PS 230 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. 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).

ARTICLE IV – OFFICERS

Section 1. The officers of the PTA shall be: President and/or Co-Presidents, Vice President and/or Co-Vice Presidents, Secretary and/or Co-Secretaries, Chair of Fundraising, Chair of 5th Grade Committee, Treasurer and/or Co-Treasurers, and up to 6 Members-At-Large. All elected positions may be shared by two or more members of the PTA.

Section 2. Officer Qualifications. Members of the Community District Education Council (CDEC) are not eligible to serve as officers of the PTA. Persons employed in the school, including the Parent Coordinator, teachers, paraprofessionals, school aides, school secretaries, and food service workers may not serve as officers of the PTA or as PTA Executive Board members. Other than these restrictions, there shall be no qualifications for any office in the PTA.

Section 3. Election of Officers and Term of Office. The election of officers must be completed at the Annual Meeting of the PTA, held between the fourth Monday in May and the third Friday in June of each

school year, or at some other time as specified in the Regulation of the Chancellor. Each Officer shall be elected by the membership at a meeting and the nominee receiving the highest number of votes for any office shall be deemed to have been elected to such office. If there is only one candidate for each office, by motion and vote of the membership, the Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the minutes. Each Officer shall hold office for one year and until the election of his or her successor, or his or her death, resignation or removal. Each term shall run from July 1st to June 30th. Term limits for each officer position of the PTA shall be three consecutive one year terms.

Section 4. Vacancies. All vacancies arising in any office will be filled by succession (i.e. vacancy in the position of President will be filled by a Vice-President). In the event that the Mandatory Offices cannot be filled through succession, the PTA must hold a special expedited election to fill those vacancies. For the purposes of succession, the ranking of officers shall be in the following order (President (Co-Presidents); Co-Vice-Presidents; Treasurer or Secretary).

Section 5. Nomination of Officers. The Nominating Committee shall conduct elections for PTA officers. When a Nominating Committee is not or cannot be formed, the PTA Executive Board shall run the election in accordance to the Chancellor's Regulations for Nominating Committee. Any member may offer additional nominees for any office from the floor before the closing of nominations. The Nominating Committee must prepare and submit to the Principal at least 10 days prior to the Election the names of the persons whom it nominates for election or re election as Officers of the PTA

Section 6. The President (or Co-Presidents. The President (Co-Presidents) shall serve as Chairs of the Executive Board and shall be an ex-officio member of all other Committees except for the Nominating Committee. In all other ways, the President (Co-Presidents) shall act as the Executive Officers of the PTA responsible for overseeing the programmatic mission of the PTA. The President (Co-Presidents) shall act as a liaison with the Administration to express parent wishes and concerns and report back to the membership.

Section 7. Vice-Presidents. The Vice-Presidents shall act as assistants to the President (Co-Presidents) and, in their absence, shall perform the duties of the President (Co-Presidents). The Vice-Presidents shall have such other responsibilities as are necessary to the functioning of the PTA, as determined jointly by the President (Co-Presidents) and the Vice-Presidents.

Section 8. Secretary or Co-Secretaries. The Secretary shall be responsible for a variety of administrative and clerical tasks including the recording and distribution of meeting minutes in accordance with the Chancellor's Regulation and such other tasks as the President (Co-Presidents) and/or PTA Executive Board assign.

Section 9. Treasurer or Assistant Treasurers. The Treasurer shall be the financial officer for the PTA and shall have responsibility for the custody of all monies and property owned by the PTA. It is recommended that the PTA books and records be maintained and audited by someone knowledgeable of the rules, laws and regulations applicable to PTA's, as well as related business requirements. PTA's with total annual receipts of \$50,000 or more, it is recommended that this person be a CPA or someone with a background in accounting, business or a related field.

The Treasurer shall have a variety of tasks relating to the handling and recording of monies including:

- Keeping an accurate record of receipts and expenditures
- Co-signing checks with either the President or (Co-Presidents), for the withdrawal of funds authorized by the membership
- Reconciling all accounts to verify expenditures and balances;
- Provide the PTA with financial summaries at least twice per year and upon request of the President (Co-Presidents).
- At the end of the term of any Treasurer's office, the exiting Treasurer shall deliver to his or her successor all books, monies and other property of the PTA then in his or her possession or custody.
- Manage the counting, securing and depositing of all PTA funds.

Section 10. Community District Education Councils: The mandatory officers shall select the parent members of the Community District Education Councils (CDECs) as outlined in Chancellor's Regulations D-140 and D-150.

Section 11. Resignation. Any Officer may resign from his or her position as an Officer by delivering to one of the Co-Presidents a written resignation, which resignation shall become effective upon receipt thereof by the Co-President.

Section 12. Removal. Any Officer may be removed at any time, with or without cause, including, but not limited to, non-adherence to the policies of the PTA or the Department of Education, by a vote of two-thirds of the PTA members present at a regular or special meeting of the PTA.

ARTICLE V -- COMMITTEES

Section 1. Generally. The PTA shall have an Executive Board, (the "PTA Executive Board"), a Nominating Committee and such other committees as the Co-Presidents or the PTA Executive Board shall determine necessary from time to time. Each Committee shall have such authority of the PTA as delegated by the PTA Executive Board and as set forth in such Committee's charter, except as to the following matters: (i) filling of vacancies in the Board or any committee, (ii) amendment or repeal of these bylaws or adoption of new bylaws (iii) amendment or repeal of any PTA resolution, and (iv) any other actions prohibited by applicable law.

Section 2. Appointment and Term. The Co-Presidents, in consultation with the PTA Executive Board, shall appoint the PTA members who will serve as members of each Committee, other than the PTA Executive Board and the Nominating Committee. The Chair of each Committee shall be appointed by the Co-Presidents, except where otherwise specified in these bylaws. The Chair and members of each Committee shall serve until the appointment of their successors.

Section 3. Meetings and Notice. Each Committee, other than the PTA Executive Board, shall hold meetings at such times and places as it shall determine. Written (which can include electronic notice), oral or any other mode of notice of the time and place of a Committee's meeting shall be given to each member of such Committee in sufficient time for the convenient assembly of such Committee. All Committee meetings are open to the full membership of the PTA. Observers are invited to attend Committee meetings, but discussion at meetings is primarily for the Committee members. Observers may speak at the discretion of the Committee Chair.

Section 4. Quorum and Vote. At all meetings of a Committee, other than the PTA Executive Board, a majority of the members of such Committee shall constitute a quorum, and except as otherwise provided by applicable law or by these bylaws, the act of a majority of the members present shall be the act of such Committee.

Section 5. Records & Reports by Committee Chairs. Each Committee shall keep a record of its proceedings in the form of minutes. The Chair of each Committee shall, upon request, report directly to PTA Executive Board.

Section 6. PTA Executive Board

a) Membership: The PTA Executive Board shall consist of the Officers of the PTA. The President (Co-Presidents) of the Board and the Secretary of the PTA shall, respectively, serve as the Chair and the Secretary of the PTA Executive Board.

b) Powers and Duties: The PTA Executive Board shall plan and direct the work necessary to carry out the program and policies adopted by the general membership of the PTA. The membership shall be notified of any change in policy/program, through the PTA newsletter or by other means, in the month prior to the general meeting. Members of the PTA Executive Board are urged to attend general PTA meetings and to participate fully in the volunteer activities of the PTA.

c) Meetings and Quorum: The PTA Executive Board shall meet at least one time per month. All PTA

Executive Board meetings shall be open to all PTA members and will be held at school, except in extenuating circumstances. Observers may participate at PTA Executive Board meetings at the discretion of the President (Co-Presidents). The President (Co-Presidents) may call a special meeting of the PTA Executive Board for the purpose of filling officer vacancies, or for any other reason. The quorum for a PTA Executive Board meeting shall be one-third of its membership.

d) Voting: The PTA Executive Board must approve any program or policy change by majority vote. Prior to approving any new policy or program, the PTA Executive Board shall notify the PTA membership through a flyer or newsletter. The PTA Executive Board may create new committees as necessary to conduct PTA business.

e) Removal: Any officer who fails to attend three meetings of the PTA Executive Board without adequate cause will be subject to dismissal at the discretion of the Co-Presidents.

Section 7. Nominating Committee. The Nominating Committee shall select nominees for offices and conduct elections. A majority of the Nominating Committee must be selected by the general membership. No person employed by the school may serve on the Nominating Committee. No member of the Nominating Committee may seek a PTA Executive Board position. When a Nominating Committee is not or cannot be formed, the PTA Executive Board shall run an election. That election should be run by members of the PTA Executive Board who are not seeking office in the upcoming school year. The officers running the election should provide notification to the general membership.

ARTICLE VI MEMBERSHIP MEETINGS

Section 1. Regular Meetings. A regular meeting of the PTA membership for the transaction of any business shall be held on a regular basis, but at least three (3) times per calendar year. Each regular meeting of the PTA shall be held at such time as shall be determined by the PTA Executive Board. All meetings will be held at school, except in extenuating circumstances. Under no circumstances may PTA meetings be held in private residences. The PTA membership may meet informally for parent and school events from time to time as determined by the PTA Executive Board.

Section 2. Annual Meeting. The annual meeting of the Board (the "Annual Meeting") shall be convened for the purpose of electing the officers of the PTA and shall take place between the fourth Monday in May and the third Friday in June, each year, or at some other time as specified in the Chancellor's Regulation.

Section 3. Special Meetings. The President (Co-Presidents) or PTA Executive Board Officers may call a special meeting of the PTA in the case of an emergency or unanticipated situation.

Section 4. Quorum. At each meeting of the PTA, the attendance of one-third of the members of the PTA Executive Board shall constitute a quorum.

Section 5. Notice Requirement. The Secretary or his or her designee must ensure that there is at least five (5) days written notice of each PTA meeting.

Section 6. Voting. All PTA members attending meetings in person shall have the right to vote on the issues put to a vote. Voting by proxy or absentee ballot is prohibited.

ARTICLE VII CONFLICT OF INTEREST

PTA officers and members shall be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as PTA officers and members. A PTA officer or member who has any direct or indirect interest in a business dealing with the school, the community school district or the Community District Education Counsel, citywide council on special education, or the Department of Education, including dealing with parents regarding personal school related issues, a contract or personnel appointment, must refrain from participation in any decision relating to that matter. Such

interest, whether direct or indirect, must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made.

Decisions must be made by vote of only those members of the PTA who do not have a conflict of interest. In matters where a member has a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

PTA members who are employed in the school may not vote or otherwise participate in personnel matters or the selection of or service as parent representatives to committees or the SLT.

ARTICLE VIII SCHOOL LEADERSHIP TEAM

At its general meeting in June of each year, the membership shall elect parents to the School Leadership Team (SLT), as described more fully in the bylaws of the SLT. In accordance with the Chancellor's Regulation, the President or one of the Co-Presidents of the PTA shall be a mandatory member of the SLT, as determined by a vote of the PTA Executive Board. PTA members, who are employed by the school, may not vote in the selection of parent representatives to the SLT.

ARTICLE IX -- FINANCES

Section 1: No Private Inurement. No part of the net earnings of the PTA shall benefit of any member, officer or any private individuals.

Section 2. Budget: The Treasurer or Assistant Treasurers of the PTA shall present the new budget for the upcoming school year at the first general membership meeting in September. The budget will be voted on by the general membership at this meeting. At the end of each school year, the outgoing Treasurer will prepare a budget for the next school year.

Section 3. Counting, Securing and Depositing Monies. Money collected by event chairs shall be transferred to a PTA treasurer and deposited directly to the secured on-site location. Treasurers, or their designees, shall make bank deposits in a timely manner.

Section 4. Separation from School Funds: All PTA funds shall be kept separate from school or DOE funds and budgets. PTA funds may only be donated to the school by a vote of the membership. The PTA may not hire teaching staff using PTA funds except as permitted under the Chancellor's Regulation.

Section 5. Financial Records: The Treasurer will at least twice annually give an accounting of the budgeted income and expenditures made by the PTA during that school year. All PTA financial records will be made available, upon request, to any member of the PTA.

Section 6. Signing Checks: All PTA checks must be co-signed by two PTA officers, whenever possible, by the Treasurer and one Co-President.

Section 7. Expenditure of Funds. Any expenditure of funds in excess of \$2,500 must be approved by a vote of the PTA Executive Board and then the membership at the next PTA meeting. The PTA may not contribute monies to political campaigns, including candidates for community school boards. The PTA may make emergency expenditures by a vote of the majority of the officers.

Section 8. Audit: Where practicable, the Co-Presidents will retain a financial advisor to perform an annual audit of the PTA's accounting. In the event that an audit is performed, the Co-Presidents will convene an Audit Committee to oversee the financial advisor and approve the audit. The Audit Committee members may be any members of the PTA other than those with check-signing authority.

Section 9. Dissolution: In the event of dissolution of the PTA, all of the remaining assets and property of the PTA shall, after necessary expenses are paid, be distributed to another organization exempt from

taxes under IRC Section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws, or the Federal government, or state or local government for a public purpose. No member or officer of the PTA or any private individual shall be entitled to share in the distribution of any of the PTA assets upon dissolution of the PTA.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised shall govern the PTA in all cases where they are applicable, and in which they are not inconsistent with these bylaws or the Chancellor's Regulation.

**ARTICLE XI
EFFECTIVE DATE AND PERIODIC REVIEW OF BYLAWS**

These bylaws were adopted as of February 2017. They may be amended at any meeting of the PTA by a two-thirds vote of the members present, provided that written notice (which can include electronic notice) has been presented in writing to the membership at the previous meeting. These bylaws will be reviewed every three years, or in accordance with the review schedule set in the Chancellor's Regulation

Signed By:

President

Secretary