

**BYLAWS  
OF  
MS104 PTA**

**ARTICLE I: NAME**

The name of the association shall be MS104 PTA.

**ARTICLE II: OBJECTIVES**

The objectives of the Association shall be:

1. To provide support and resources to the school (MS104 Simon Baruch Middle School) for the benefit and educational growth of the children.
2. To develop a cooperative working relationship between the parent and staff of the school.
3. To develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels.
4. To provide opportunities and training for parents to participate in school governance and decision making.

**ARTICLE III: MEMBERSHIP****Section 1: Eligibility For Membership**

Membership in the PTA shall be limited to parents (by birth or adoption, step-parent or foster parent), legally appointed guardians and persons in parental relation to children currently attending MS 104. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending MS104 are automatically members of the Association; no membership form is necessary. In the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.

**Section 2: Donations**

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

**Section 3: Voting Rights**

Each member of the PTA shall be entitled to one vote. Each teacher currently employed at the school is 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 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" are inclusive of weekends, including days that the school is closed, as well as holidays and weekends.

**ARTICLE IV: OFFICERS****Section 1: Titles**

The officers of the PTA shall be: President or Co-Presidents, Vice-President or Co-Vice-Presidents, Secretary or Co-Secretaries and Treasurer or Co-Treasurers.

The PTA must elect the mandatory core officers (President Secretary or Co-Secretaries and Treasurer) in order to be a functioning PTA.

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

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**Section 2: Term Of Office and Term Limits**

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

There are no term limits.

**Section 3: Duties of Officers****3.1 President and Co-Presidents:**

The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nomination committee. The President or Co-Presidents shall provide leadership for the members. The President or Co-Presidents shall appoint chairpersons of the PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities.

The President or designated Co-President (see bylaws provision below) shall attend all regular meetings of the district presidents council and shall be a core member of the school leadership team. In the event that the PTA elects Co-Presidents, the remaining executive board members in consultation with the PTA 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.

If the President or Co-President is unable to attend district presidents' council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by the vote of the membership. The results of such vote must be recorded in the minutes of the meeting.

The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these

bylaws to plan the agendas for the general membership meetings. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

### 3.2 Vice-President or Co-Vice-President

The Vice-President or Co-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 Vice-President or Co-Vice-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

### 3.3 Secretary of Co-Secretaries

- The Secretary or Co-Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings.
- The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed.
- The Secretary or Co-Secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request.
- He/she shall maintain custody of the PTA's records on school premises.
- The Secretary or Co-Secretary 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 Secretary or Co-Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA.
- The secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.

### 3.4 Treasurer or Co-Treasurer

- The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an update record of all income and expenditures on school premises.
- The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PTA.
- The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports.
- He/she shall make available all books or financial records for viewing by members upon request and for audit.
- The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.

### 3.5 Members-at-Large

Two Members-at-Large positions will be filled by incoming parents. A special expedited election will be held no later than the October General Membership Meeting. Each Member-at-Large is a voting member of the Executive Board and expected to chair a committee or event.

### 3.6 School Leadership Team Membership

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

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### **School Leadership Team Nominations and Elections**

**Nomination:** School Leadership Team Parent member representative elections will be held in accordance with the term limits as set forth in the School Leadership Team Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May general membership meeting notice. Nominations for school Leadership Team parent members will be taken at the May meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominate by another member.

**Election:** Notice of the Election of School Leadership Team members will be included in the notice of the general membership meeting. Election of School Leadership Team membership 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 held by the last day of school in June. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe.

##### **4.1 Nominating Committee:**

A nominating committee shall be established during the February general membership meeting. The committee shall consist of 3-5 members. The majority of the membership 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 membership. The nominating committee shall choose one of its members to

serve as chairperson. No person employed at MS104 shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership throughout the months of February-May for all eligible candidates in ways that maximize member participation;
- any written notices soliciting recommendations must be distributed to the entire membership;
- preparing and distributing all notices at least ten (10) calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by parents in the school;
- 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.

Parents with one child graduating and another child entering the school may only run for a non-mandatory office during the spring elections. The principal must



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certify to the membership that the candidates being considered are eligible to run for office;

- 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;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at two (2) weeks prior to the spring election meeting;
- notifying the principal of the date of the election in writing by April 1st; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within seven (7) calendar days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections;
- scheduling the election at a time that ensures maximum participation
- 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;
- completing the spring election during the June meeting to be held no later than the last day of school in June;
- 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 six (6) months or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/cannot be formed by the end of February, the Executive Board for the following

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school year shall be determined based upon special expedited elections pursuant to Article IV Section 8 and Chancellor's Regulation A-660 by no later than the second Friday in June.

#### 4.2 Notices:

The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

- Contested Elections 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.
- 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 shall be retained for six months by the chairperson of the nominate 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 Secretary. Ballots must not be removed from the school until after the official tally has been completed and reported to the assembly. There are to be no exceptions.

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- 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 shall be retained for six (6) months 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 Secretary. Ballots must not be removed from the school until after the official tally has been completed and reported to the assembly. There are to be no exceptions.

#### 4.4 Candidate Rights in Contested Elections

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

#### 4.5 Campaigning

No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the PTA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from

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serving on any PTA or PC executive board, school or district leadership team, school or district Title 1 Parent Advisory Council and CEC, CCSE, CCHS or CCELL.

#### 4.6 Presence for Vote

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

#### 4.7 Uncontested Elections

If there is only one candidate 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 nominate committee or by a member of the nominate committee selected to conduct the nomination 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/Offices/FACE/ParentLeader/SchoolLeadership.htm>. At the time of the certification, the Executive Board members may elect to permit OFEA to forward their personal phone number and/or email address to the appropriate President's Council.

### **Section 6: June Transfer of Records**

All PTA records must be maintained for six (6) years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Outgoing Executive Board members may not retain copies of PTA records, including parent contact information. Transfers must occur on school premises.

Prior to the conclusion of a PTA Secretary or Co-Secretaries' 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 meeting to the newly elected Secretary or Co-Secretaries.

Prior to the conclusion of the 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.

## **Section 7: Vacancies**

The PTA shall notify the principal in writing of any vacancy in an office with five (5) calendar days. Any vacancy shall be filled by succession, or, if succession fails to fill the mandatory officer positions, (President, Secretary or Treasurer), by a special expedited election. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by October 15th.

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, Vice President or Co-Vice-Presidents, Treasurer or Co-Treasurers, Secretary or Co-Secretaries. In the event that the core mandatory offices (President, Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the 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. 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, or whether a special expedited election must be held.

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**Section 8: Special Expedited Elections**

Special expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing all vacant officer positions.

**8.1 Circumstances**

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

**8.2 Written Notice**

Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nomination for all open offices will be taken from the floor. The notice must be dated and distributed at least ten (10) calendar day before the meeting.

**8.3 Conducting Special Expedited Elections**

A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

**8.4 Voting**

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

**Section 9: 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

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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 PTA 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 with a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee. The PTA's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

## **ARTICLE V: EXECUTIVE BOARD**

### **Section 1: Composition, Eligibility**

The Executive Board shall be comprised of the elected officers of the PTA and chairpersons of the standing committees.

Persons employed at MS104 shall be ineligible to serve as an elected officer of the PTA.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

**Section 2: Meetings**

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at MS104 on the second Friday of the month at 9 a.m., provided that if any such day is not a school day, then the meeting shall be on the next succeeding school day that is not immediately before or after a Saturday, Sunday or school holiday. In the event any Executive Board meeting is rescheduled the Executive Board shall give the membership ten (10) calendar days notice of the rescheduled meeting.

**Section 3: Voting**

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

**Section 4: Quorum**

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

**Section 5: Contact Information**

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer. The list shall not include home addresses. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the PTA to maintain such information. The list must be updated regularly and be available in the principal's office and at every PTA meeting. The list must



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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**

The general membership meetings of the PTA shall be held each month from September to June. Meetings shall held at MS104 on the third Wednesday of the month at 9 a.m. or 6 p.m. provided that if any such day is not a school day, then the meeting shall be on the next succeeding school day that is not immediately before or after a Saturday, Sunday or school holiday. (For example if a meeting is scheduled for Friday, but Friday is not a school day, the meeting would take place the following Tuesday (assuming Monday is a school day; if Monday were a holiday, the meeting would take place on Wednesday). 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 for the day and time of general membership meetings should be changed. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices.

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.

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

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

## **Section 2: Order of Business**

The order of business of meetings of the PTA, 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
- New Business
- Adjournment

### **Quorum**

A quorum shall consist of two Executive Board members and six additional members of the PTA. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

## **Section 3: 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 4: Special Membership Meetings**

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 with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

In addition, upon receipt of a written request from ten (10) members stating clearly the need for a special meeting, the President or Co-Presidents must call a special membership meeting within five (5) working days of the request and with forty-eight (48) hours written notice to membership stating the topic of the special meeting.

**Section 5: Parliamentary Authority**

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

## **ARTICLE VII: COMMITTEES**

**Section 1 Standing Committees**

The President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad hoc committees shall be established by the Executive Board's approval. Only the chairpersons of standing committees will be allowed to vote on Executive Board issues. The standing committees of the PTA are the following:

**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 shall make all books and record 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.

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## **ARTICLE VIII: FINANCIAL AFFAIRS**

### **Section 1: Fiscal Year**

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

### **Section 2: Signatories**

The President or Co-Presidents and Treasurer or Co-Treasurer shall be authorized to sign checks. All checks require the signature of at least two officers, one of whom must be either the Treasurer or Co-Treasurer. Signatories on any check shall not be related by blood or marriage or members of the same family or household.

### **Section 3: Budget**

#### **3.1 Preparation**

The budget will be prepared by the Treasurer or Co-Treasurers in consultation with the President or Co-Presidents. The shall be responsible for:

- A written review of the prior year's budget for discussion at the May membership meeting
- Preparing a proposed budget for adoption 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.

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- The counting and handling of any cash, checks, or money order 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 authorized board members within one (1) business day of the 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 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 six (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, 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 Amended Budget

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

### 3.3 Expenditures Not Included in Budget

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

### 3.4 Fundraising

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

### 3.5 Expenditure Approval

All expenditures by the PTA must be approved 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 Reimbursements

A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA and shall be no more than \$50 without a resolution approving such expenditure.

### 3.7 Emergency Expenditures

The Executive Board may authorize emergency expenditures in situation where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$100. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of funds.

### 3.8 Allocation of Funds

Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g. funds raised for senior dues may only be used to fund payment of

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activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

## **Section 4: Audit**

### **4.1 Formation**

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.

### **4.2 Duties**

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

### **4.3 Additional Duties**

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

### **4.4 Reporting**

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.

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## **Section 5: Financial Accounting**

### 5.1 Treasurer's Report

A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including home, 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.

### 5.2 Interim Financial Accounting Report

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

### 5.3 Collection of Monies

The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Secretary or Co-Secretaries, at least one other PTA officer, and additional person as needed shall be designated and approved the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with the Chancellor's Regulation A-610, parents must obtain written approval from the Principal before collecting fund raising proceeds from students. The 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 Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the PTA in a responsible banking institution selected by the PTA. All



records of the PTA including check books, 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, ATM cash and credit cards are prohibited.
- The PTA's financial records must be available for inspection upon request and reasonable notice and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

## **ARTICLE IX: AMENDMENTS**

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present; provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language that does not conform with the Chancellor's Regulation A-660 and Department of Education guidelines.

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

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 in Article X, at the membership meeting held on June 17, 2015.

Signed by:

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President

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Secretary