



PTA of PS48R

BYLAWS

APPROVED BY THE MEMBERSHIP ON April 19th, 2017

LINDA CACACE

PRESIDENT'S NAME

Linda Cacace

PRESIDENT'S SIGNATURE

4/19/2017

DATE

DANIELLE RIGATTI

RECORDING SECRETARY'S NAME

Danielle Rigatti

RECORDING SECRETARY'S SIGNATURE

4/25/17

DATE

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ARTICLE I – NAME

The name of the association shall be **The Parent Teacher Association of PS48R**, 1050 Targee Street, Staten Island, NY 10304

ARTICLE II – OBJECTIVES

- To provide support and resources to the school for the benefit and educational growth of all students.
- To raise funds through various social events, fairs, and fundraisers in accordance with CR A-660.
- To develop parent leadership, and provide opportunities for parents to participate in school governance and decision-making.
- To open the lines of communication between the school administration and the parents, and to keep the members informed of school-wide news and events.

ARTICLE III – MEMBERSHIP

Section 1 ELIGIBILITY

Parents of students currently attending PS48R are automatically members of the PTA of PS48R. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS48R; no membership form is necessary. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights. As a Parent Teacher Association, membership shall also be open to all teachers currently employed at PS48R.

Section 2 DUES / DONATIONS

The payment of dues is not a condition for participation or membership. However, each member shall be requested to make a voluntary donation of \$15.

Section 3 VOTING PRIVILEGES

Each member shall be entitled to one vote on all matters presented at the general membership meetings. *Voting must be in person.* Voting by proxy, absentee ballot, email, or conference call is strictly prohibited. Each teacher currently employed at PS48R shall also be entitled to one vote.

In accordance with CR A-660, PTA members must be careful to avoid acting in circumstances in which their personal interests conflict with their interests as PTA members. PTA decisions must be made by participation and vote of only those officers and members who do not have a conflict of interest. PTA officers and members must not use their position to benefit themselves, family members, or business associates.

Section 4 CONFLICT OF INTEREST

PTA officers must not have a direct or indirect interest in any business transaction, any financial interest, or any business dealing with PS48R. PTA officers cannot work for an organization, directly or indirectly, at PS48R during the school day, or at an after-school, evening, weekend, holiday, or summer program. PTA officers who own a business cannot, directly or indirectly, do business with PS48R during the school day, or with an after-school, evening, weekend, holiday, or summer program at the school. PTA members who have a conflict of interest as defined above may not run for an officer position unless and until they obtain a waiver from the DOE Ethics Officer, as per CR A-660. PTA members who have an interest in any business transaction, any financial interest, or any business dealing with PS48R, must refrain from participation in any decision relating to that

matter. Such interest must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made.

ARTICLE IV – OFFICERS

Section 1

TITLES

The officers of PS48R association are elected by the associations' members. The officers of the Executive Board shall be:

- President
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary

The association must elect the three mandatory officers – *President, Treasurer, and Recording Secretary* – to be a functioning association. In the event that no association member is interested in running for a sole officer position of president, 'co-presidents' positions may be taken. Co-presidents must assume the duties of the president as outlined below, and they must run as a team in order to serve together. Upon the resignation or removal of one co-president, the remaining co-president must choose whether to serve alone for the remainder of the term, or resign so that the position can be filled by succession or expedited election.

The PTA will cease to function if it fails to elect at least one mandatory officer before the end of the school year, fails to hold a timely expedited election to fill a vacancy in one or more mandatory offices, or fails to conduct PTA business (Executive Board or general membership meetings) for 60 consecutive days during the school year.

If the PTA ceases to function, the principal must convene a meeting of parents where an expedited election will be held to re-establish the PTA. Written notice must be sent by the principal at least 10 calendar days prior to the meeting, by means calculated to reach all parents. The meeting to re-establish the PTA must be held no more than 15 calendar days after notification to FACE and the appropriate superintendent if the PTA has ceased to function during the school year; and no later than September 30 if the PTA ceased to function over the summer.

Section 2

DUTIES OF OFFICERS

President:

The president shall preside over all meetings of the association, including Executive Board and general membership meetings. In the event the president is absent; the vice president shall chair the meeting in his/her place. The principal and/or parent coordinator cannot chair a PTA meeting. The PTA president shall be a mandatory member of the School Leadership Team; appoint chairpersons of standing committees with the approval of the majority of the Executive Board; and be an ex-officio member of all committees (except the Nominating Committee).

The PTA president shall have the power to remove any appointed chairperson, with the approval of the majority of the Executive Board. Grounds for the removal of an appointed chairperson include: failure to adhere to the goals set by the Executive Board for the committee in question, and/or participation in behavior counter-productive to the general goals of the association as listed in Article II.

The PTA president shall meet regularly with the Executive Board officers to plan for the association's business, functions, and the general membership meetings' agendas; as well as meet regularly with the principal to keep the lines of communication open with the school administration

and staff. He/she shall provide leadership and delegate responsibilities to other Executive Board officers; decide (with the approval of the Executive Board) whether optional board positions need to be added for that year; and encourage meaningful participation of association members in all school activities.

The PTA president shall attend all regular meetings and training of the President's Council and the SLT; be one of the mandatory signatories on checks; and assist with the June transfer of records to the incoming Executive Board. In the event that the association elect co-presidents, the remaining Executive Board officers shall decide which of them will serve as the President's Council member; and which will serve as the mandatory member of the SLT as well as inform the general membership during the PTA's monthly meetings.

Vice President:

The Vice President shall assist the president (or co-presidents) in their duties as needed; and assume the president's/co-presidents' duties in their absence or at their request. The vice president shall be one of the signatories on checks, if there is only one president (not mandatory in the case of co-presidents). He/she shall assume the duties of president, treasurer, or recording secretary in the case of a vacancy in one of these core positions; and shall assist with the June transfer of records to the incoming Executive Board.

Treasurer:

The treasurer shall be responsible for all financial affairs and funds of PS48R association; maintain updated records of all income and expenditures on school premises; and be one of the mandatory signatories on checks. The treasurer must adhere to and implement all financial procedures established by the association; and must prepare and present a written report of all transactions at every general membership meeting. This report must include income, reimbursements, refunds, and other expenditures, as well as opening and closing balances for the reporting period.

The treasurer must also prepare the association's proposed budget for the upcoming school year, in consultation with the Executive Board members. The proposed budget must be voted on by the general membership before the end of the current school year. He/she must prepare the association's interim financial report by January 31st, and the annual financial report by June 30th; must make available all books and financial records for viewing by members upon request and/or for audit; and shall assist with the June transfer of records to the incoming Executive Board.

Recording Secretary:

The recording secretary shall record the minutes at all Executive Board and general membership meetings; prepare notices, meetings' agendas, sign-in sheets, and materials for distribution; as well as prepare the minutes of each association meeting, and distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. He/she shall maintain custody of the association's records on school premises; and incorporate all amendments into the bylaws and ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be one of the mandatory signatories on checks; and shall assist with the June transfer of records to the incoming Executive Board.

Corresponding Secretary:

The corresponding secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association, maintain a complete list of the Executive Board officers and their contact information, and assume the recording secretary's duties during Executive Board and/or general membership meetings if needed. The corresponding secretary shall assist with the June transfer of records to the incoming Executive Board.

Section 3

ELECTION OF OFFICERS

- Elections shall be conducted in a free and fair manner, providing an opportunity for the full participation of all members. No undue pressure or coercion shall be exercised by anyone, and school officials are prohibited from any interference with the PTA election process.
- Executive Board officers shall be elected by the last day of the school year for a one-year term, beginning July 1st and ending June 30th. There are no term limits for any of the officer positions.
- The only requirement to run for office is to be a parent/legal guardian of a student currently attending PS48R. Candidates need not be present at the election meeting in order to run for office, except in the case of an expedited election, where the candidate must be present to accept the nomination. Employees of PS48R may not serve as officers on the Executive Board. This restriction also applies to employees who have children currently attending PS48R.
- At the beginning of the school year, the PTA president shall decide, after consulting with the Executive Board, whether a fall election is needed to fill any open non-mandatory officers positions. In the event of a fall election, it shall be conducted by October 15th, and announced at least ten days in advance. The president shall call for a special general membership meeting, and conduct the election following the expedited elections rules (see section 3 — 3.7).
- The principal shall be notified of the date and time of the annual spring election by April 1st; all nominations shall be announced and closed at May's PTA membership meeting; and the election shall be held at June's PTA membership meeting.

3.1 Nominating Committee:

A Nominating Committee shall be established and announced by March's general membership meeting. The Nominating Committee shall:

- Conduct the nomination and election meetings in May and June.
- Consist of two to five association members. The president can appoint one member, and the vice-president can appoint another, both subject to the approval of the Executive Board. Once established, the committee's members shall choose one of them to serve as its chairperson.
- No employees of PS48R shall be eligible to serve on the Nominating Committee, and no person who is running for any open office (on the Executive Board and/or on the SLT) may serve as a member of the Nominating Committee. Members of the Nominating Committee are not eligible to run for office, unless they first resign from the committee in writing.
- 'Willingness to Serve' forms shall be available to PTA members by April 1st, and must be submitted to the Nominating Committee no later than the last week of April.

The Nominating Committee's duties include:

- Canvassing the membership for eligible candidates.
- Preparing and distributing all notices of meeting pertaining to the nomination and election process, in accordance with CR A-660.
- Preparing ballots, ballot box, tally sheets and all other materials pertaining to the election; and collecting 'Willingness to Serve' forms from interested candidates by the deadline, with no exception.
- Ensuring that all nominations are clearly announced then officially closed during May's general membership meeting.
- Conducting the spring election during June's general membership meeting, to ensure maximum participation.
- Tallying the votes in the presence of the members, if ballots are used, then announcing the winners before the end of the general membership meeting.
- Ensuring that the election is certified by the principal or his/her designee immediately after the election. The parent coordinator cannot certify the election as per CR A-660.

Only PTA members present at the time of the election are eligible to vote. Parents of incoming students are not eligible to run for office or vote in the elections, as per CR A-660. The principal or his/her designee (who must be a PS48R employee) must verify each member's eligibility to vote prior to the distribution of ballots. If a nominating committee cannot be formed, the association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

3.2 SLT Elections:

The President of the PTA shall automatically serve as a core member of the SLT. The Nominating Committee shall conduct the election to fill any parent(s) vacancy on the School Leadership Team.

SLT elections shall follow the same timeline as the PTA Executive Board Spring election. School employees are not eligible to vote for parent members in the SLT election, even if they have a child currently attending the school. Parent member(s) elected to serve on the SLT, cannot be employees of PS48R and shall be elected to serve a two-year term. ~~There is no term limit for serving on the SLT.~~

Amended 06/13/18 ↗

3.3 Election Notices:

All written Notice of Election Meeting shall be distributed in accordance with CR A-660 notice requirements, ten days prior to the election date. All meeting notices and agendas shall be translated into other languages spoken by parents in the school whenever possible. The Election Meeting notice shall include:

- Date, time, and location of the election; and a list of Executive Board positions to be filled.
- The final date to submit 'Willingness to Serve' forms, the date the nominations are to close, and a statement that the only qualification for all offices is that the candidate be a parent of a child at PS48R.
- If nominations already closed, names of candidates in alphabetical order by surname under the office for which they are nominated.
- In case of expedited elections, a statement that all nominations will be taken from the floor of the election meeting.
- Date the notification was distributed to all parents, and means of distribution.

3.4 Contested Elections, Run-off Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of all members. Ballots must not be removed from the school. The association must retain ballots on school premises for one year following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later.
- All candidates in a contested election shall be given the equal opportunity (3 minutes) to address the general membership, providing that all candidate statements are appropriate as per CR A-660. No materials in support of a candidate or a slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, PTA Executive Board, or PTA committee. Candidates who violate this provision, directly or indirectly, will be subject to disqualification and may be deemed ineligible for office for that election year. However, if a candidate running for office cannot attend the

election meeting, a member of the Nominating Committee shall read his/her written statement to the general membership.

- When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among those candidates only. Whenever possible, run-off elections should be held at the same meeting.

3.5 **Uncontested Elections:**

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

3.6 **Officer Vacancies:**

- All officer vacancies shall first be filled by succession by the next highest ranking officer. For example, a vacancy in the position of president will be filled by the 1st vice-president or next highest ranking officer. In the event that a core office can't be filled by succession, an expedited election must be held to fill the vacancy.
- Officers who wish to resign their position once an election has been certified, must submit their written resignation to the recording secretary and immediately turn over all association records. In the event of the resignation of the recording secretary, he/she must transfer all records to the president or co-presidents.
- In the event of a vacancy in any office other than a core position, the president has the authority to appoint a member to fill the unexpired term, upon the approval of the majority of the membership present at an expedited election at a general membership meeting. Any officer appointed to fill an 'unexpired term' shall not regard this time as the 'term of office' should he/she decide to run again.

3.7 **Expedited Election Process:**

Expedited elections shall be held to fill mandatory vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing those vacancies and distributing written notice five days prior to the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used.

3.8 **Election Grievances:**

Any member who believes an election was conducted improperly may submit an election grievance to the appropriate superintendent's office, with a copy to FACE sent to ElectionGrievances@schools.nyc.gov, and the Presidents' Council. No later than ten days after receiving the grievance, the superintendent will issue either a written decision or a notification that the grievance has been referred to FACE. The decision of FACE is final and binding. All election grievances must be submitted in writing and must state the name of the complainant(s) and include a telephone number or email address where they may be contacted. Anonymous complaints and in-person or telephone complaints will not be accepted. Grievances must be submitted no later than five days after the election meeting, or announcement of results if later. Grievances must also allege a specific, material violation of Chancellor's Regulations A-660 or of the bylaws of PS48R PTA.

Section 4 **EDUCATION COUNCIL SELECTORS**

In the case of co-presidents, the remaining Executive Board members will vote to determine who will be the CEC, CCHS and CCSE selectors.

Section 5**JUNE TRANSFER OF RECORDS**

All PTA Records must be maintained for six years. Outgoing Executive Board officers must ensure that records are transferred to the newly elected Executive Board, including all parent contact information obtained during their term of office. Transfers must occur on school premises, and reported to the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the presidents' council during this process.

Section 6**DISCIPLINARY ACTION**

Any officer who fails to attend three consecutive Executive Board or general membership meetings shall be removed from office by recommendation of the Executive Board or motion from a member. A majority vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation explaining the reason for not attending these meetings for the general membership's consideration.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, any association member may make a motion to begin the process of removing an Executive Board officer for unsatisfactory performance. If the motion is approved by the majority of the assembled members, the general membership must select a review committee of five members by majority vote. Executive Board officer against whom charges are being contemplated may not 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. The officer(s) against whom charges are being contemplated has the right to also present relevant facts, documents and/or witnesses.
- Findings must be presented in writing at a general membership meeting within 60 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an Executive Board officer.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement (FACE).

ARTICLE V – EXECUTIVE BOARD**Section 1****COMPOSITION**

The Executive Board shall be composed of the elected officers of the PTA of PS48R. Officers are expected to attend all Executive Board meetings and shall be subject to removal for failure to do so (Article IV, Section 6) unless a good and valid reason is rendered in writing. Employees of PS48R or community and citywide education council members are ineligible to serve as an elected officers of the Executive Board.

Section 2**EXECUTIVE BOARD MEETINGS**

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the second Wednesday of the month at 8:30 a.m., unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following week. Dates may be changed at the president's discretion, and with the approval of the majority of the board members. Special meeting can be called by the president with a minimum of 48 hours' notice, stating what the reason for the meeting is.

Section 3 **QUORUM**

Two members of the Executive Board shall constitute a quorum, allowing for official business to be transacted during an Executive Board meeting.

Section 4 **VOTING**

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

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1 **MEMBERSHIP MEETINGS**

Amended on 12/12/2018

- The general membership meetings of the association shall be held monthly, September through June, on the second Wednesday of the month at 6:30 p.m., unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following week, or as determined by the Executive Board.
- Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be send at least ten calendar days prior to the scheduled meeting.
- General membership meeting, as well as Executive Board meetings, must be held at PS48R. Only committees meetings can be held in a location convenient to members of the committee, but not in a private home.
- All eligible association members may attend and participate in general membership meetings. Non-members may attend, but can only speak or otherwise participate if acknowledged by the presiding chairperson.

Section 2 **ORDER OF BUSINESS**

The order of business at general meetings of PS48R association shall be:

- Call to Order
- Approval of Minutes
- Treasurer's Report
- President's Report
- Principal's Report
- Adjournment

Section 3 **QUORUM**

A quorum of at least eight association members – including at least six parents' members and two Executive Board members – is required at all general membership meetings in order to conduct official association business. In exceptional circumstances, the PTA may seek a waiver of the minimum quorum requirement from FACE.

Section 4 **MINUTES**

Minutes of the previous meeting shall be available in written form and approved by the membership at every general meeting. The minutes of any association meeting must be made available by the recording secretary to any member upon request.

Section 5 **SPECIAL MEMBERSHIP MEETINGS**

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The PTA president may call a special

membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. Upon receipt of a written request from six members, the president must call a special membership meeting within five calendar days of the request and provide 48 hours written notice to all members.

Section 6

PARLIAMENTARY AUTHORITY

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

ARTICLE VII – COMMITTEES

Section 1

STANDING COMMITTEES

The president shall appoint standing committee chairpersons with the approval of the Executive Board. The president may also create additional special committees if the need arises. Chairpersons of special committees shall serve until the submission of a final report or until relieved by the president. The standing committees of PS48R PTA are:

Communication:

The Communication Coordinator shall maintain and update the official school website and PTA Facebook page; and coordinate with the president to ensure that the members receive all notices sent electronically by the Executive Board in a timely manner. He/she shall maintain an up-to-date database of members' email addresses to be used for the association's distribution lists and mass reminders.

Nominating:

The President shall announce the Nominating Committee during March's general membership meeting (Article IV – Section 3 – 3.1). The committee shall be responsible to conduct the PTA Executive Board and SLT Spring nominations & elections.

Audit:

The president shall request volunteers to form an audit committee of three to five association members. Executive Board members, who are not check signatories, may serve on the committee. The audit committee shall conduct an internal audit of all the financial affairs of the association, with the help of the treasurer who shall make all books and records available to them. The committee may recommend an external audit based on their initial findings. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting, or upon completion of their review. This report shall be included in the June transfer of records.

ARTICLE VIII – FINANCIAL AFFAIRS

Section 1

FISCAL YEAR

The fiscal year of PS48R association shall run from July 1st through June 30th.

Section 2

SIGNATORIES

The president, treasurer, vice-president (*if needed*), and recording secretary shall be authorized to sign checks. All checks require at least two signatures. The two signatories of a check may not be related by blood or marriage. Under no circumstances shall spouses, siblings, in-laws or other

relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3

BUDGET

- The Executive Board shall be responsible for the development and review of the budget process, including:
 - The 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 the members for a vote no later than June of the current school year.
 - The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least two Executive Board officers. These officers cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The association's financial records must display the total amount of funds and the signatures of the officers who participated in counting the funds.
 - The principal's written consent is required when a fundraising activity is held during school hours or on school property.
 - All funds should be deposited by authorized Executive Board officers within one business day of receipt, and no longer than three business days.
 - If the deposit will not be made within one business day, the Executive Board must ensure that all funds are secured in a locked location on school premises. The Executive Board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least two authorized members.
 - Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)
- The budget may be amended by vote of the members at any membership meeting.
- All expenditures exceeding \$500 and not included in the budget at the time of its adoption, must be approved by vote of the general membership.
- The board is authorized to make an emergency expenditure not to exceed \$500 with a majority approval of the Executive Board. The minutes of the meeting must reflect a vote taken by the board to accept this action.
- Writing checks for cash or having petty cash is strictly prohibited.

Section 4

FINANCIAL ACCOUNTING

- The treasurer shall prepare the Interim PTA financial report by January 31st and the annual PTA financial report by June 31st, including all income, expenditures, and other transactions. These reports shall be available to the general membership upon request. Copies of these reports shall also be provided to the principal.
- The treasurer shall be responsible for the association's funds and shall keep accurate records consistently with these bylaws and applicable Chancellor's Regulations.
- The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips.
- All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

ARTICLE IX – AMENDMENTS AND REGULAR REVIEW OF BYLAWS

These bylaws may be amended at any association meeting by a majority vote of the members present, provided the amendment was 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 years.

These bylaws must be re-adopted by a vote of the membership, regardless of whether amendments have been made, and the date of the membership approval as well as the signatures of the PTA president and recording secretary must be shown on the title page. All provisions of these bylaws must conform to Chancellor's Regulations A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of these bylaws not in compliance with CR A-660. Amendments that bring these bylaws into compliance must be voted on immediately after the motion is presented. A majority vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on September 18th, 2013.

Signed By:



President



Recording Secretary

4/19/2017

Date

Filed with the Principal on:

4/25/17

Date