

BY-LAWS

OF

P.S. 30 P.T.A.

200 Wardwell Avenue
Staten Island New York 10314

APPROVED BY THE MEMBERSHIP
22 MARCH 2011

School (718) 442-0462

P.T.A. (718) 902-3258

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

OFFICER'S NAME

OFFICER'S SIGNATURE / TITLE

DATE

Article I. Name

The name of the association shall be known as the Parent Teacher Association (P.T.A.) of Public School 30, Richmond. The P.T.A. of P.S. 30R holds membership in the Staten Island Federation of P.T.A.'s and District 31 Presidents' Council.

Article II. Objective

The objective of the Association shall be to interpret the program needs and problems of the school to the parents and community and to maintain mutual understanding between the school and the community.

It shall be the responsibility of the Officers each September to present the Executive Board with objectives for the coming school year. After discussion and approval, the Executive Board will then present the year's objectives to membership at the October General Membership meeting for their review and approval.

Article III. Membership

Section 1 Membership in the Association:

- 1.1 Membership is open to parents and guardians in parental relationship to children (herein referred to as "parents") currently attending P.S. 30R, faculty and staff with the exception of the Principal, Assistant Principal(s) and all supervisors.

Section 2 Membership and Dues:

- 2.1 Parents and staff **are automatically** members of the P.T.A.
- 2.2 A suggested contribution of \$7.00 per family will be requested. The enrollment form shall notify parents that the contribution:
- Is not a requirement for eligible membership.
 - Does not affect a family's voting right.
 - Does not affect a parent's right to run for or hold an office.

Section 3 Voting Privileges:

- 3.1 Each **parent** of a child/children currently attending P.S. 30R shall be entitled to one vote with a maximum of 2 votes per family. **Each staff member currently employed at P.S. 30R shall get one vote.**
- 3.2 Voting by proxy or absentee ballot is expressly prohibited.

Section 4 Privileges of the Membership:

- 4.1 Privileges of the floor. The right to propose, second actions and to vote on all matters before the organization.

- 4.2 The right to hold office and serve on committees.
- 4.3 The right and duty to participate in all association activities.

Article IV. Officers and Elections

Section 1 Officers' Titles:

President	Recording Secretary
First Vice President (optional)	Corresponding Secretary (optional)
Second Vice President (optional)	Treasurer

In the event that no eligible parent member is interested in running for the sole Officer position of President, the association may take nominations for the position of Co-Presidents. Co-Presidents will act as a team and must assume the duties of the President as outlined below.

Section 2 Duties of Officers Limits:

2.1 All elected official shall:

- 2.1.1 Resign immediately if it is not possible to properly carry out and perform the duties outlined in these said by-laws.
- 2.1.2 Deliver to their successor all records pertaining to the office.
- 2.1.3 Familiarize her/his successor with all functions and duties of her/his office.
- 2.1.4 Accomplish the transfer of records before the end of the school year with the exception of the treasurer, whose records must be completed after the June statement from the bank.
- 2.1.5 All records relevant to the office of P.T.A. officers must be kept in a secure location at P.S. 30R.

2.2 President

- 2.2.1 It shall be the duty of the President to preside over all meetings and represent the recommendations of the Executive Board to General Membership. This shall include proposed expenditures of \$500 and above, to be presented to the Executive Board for discussion, prior to a vote by General Membership.
- 2.2.2 Shall implement the objectives of the organization.
- 2.2.3 Shall have the option to appoint chairpersons of standing and special committees.
- 2.2.4 Shall be a member ex-officio of all committees except Nominating Committee.
- 2.2.5 Shall serve as a Delegate to the Staten Island Federation of P.T.A.'s attending Delegate Assembly.
- 2.2.6 Shall present an annual written report at the May meeting.
- 2.2.7 Shall be permitted to have a telephone for official P.T.A. use installed in her/his home or a cellular phone. The number is to be published in the news bulletin. A working answering machine will also be provided by the P.T.A.
- 2.2.8 Shall serve as an Executive Officer to the Staten Island Federation of P.T.A.'s attending monthly Presidents' Council and Executive Board meetings .
- 2.2.9 Must be a signer of the Association's bank account.
- 2.2.10 The President shall automatically serve as a core member of the P.S. 30R school leadership team. ***In the event there are Co-Presidents, only one of them will be a core member of the school leadership team. The other person can run for a***

position on the team as desired. The Co-Presidents will choose between themselves who will be a member of the team. In the event they cannot agree, the Officers shall decide who will be a member of the team.

2.3 First Vice President

- 2.3.1 The first Vice-President shall preside over all meetings in the absence of the President.
- 2.3.2 Shall assist the President in her/his duties.
- 2.3.3 May be a Staten Island Federation of P.T.A.'s delegate or alternate.
- 2.3.4 Shall assume the duties of the President in the event he/she is unable to serve.

2.4 Second Vice President

- 2.4.1 The second Vice-President shall assume the duties of the President in the absence of both the President and the first Vice-President.
- 2.4.2 Shall assist the President and the first Vice-President.
- 2.4.3 Shall serve as chairperson of class parents.
- 2.4.4 May be a Staten Island Federation of P.T.A.'s delegate or alternate.

2.5 Recording Secretary:

- 2.5.1 The Recording Secretary shall keep and read the minutes of all meetings.
- 2.5.2 Shall furnish a report to the President concerning unfinished business before the meeting.
- 2.5.3 Shall be custodian of the reports, minutes and all other official records pertaining to the organization.
- 2.5.4 Shall preside at all meetings in the absence of the President and Vice-Presidents.
- 2.5.5 May be a Staten Island Federation of P.T.A.'s delegate or alternate.

2.6 Corresponding Secretary

- 2.6.1 The Corresponding Secretary shall handle all the correspondence of the organization.
- 2.6.2 Shall maintain the file of correspondence of the organization.
- 2.6.3 Shall take and read the minutes of all meetings in the absence of the President, Vice-Presidents and Recording Secretary.
- 2.6.4 Shall issue no correspondence in the name of the organization without the authorization of the President.
- 2.6.5 Shall make application to the Department of Education for all permits as required by the activities of the organization.
- 2.6.6 May be a Staten Island Federation of P.T.A.'s delegate or alternate.

2.7 Treasurer

- 2.7.1 The Treasurer shall keep a record of the finances of the organization, making disbursements only as authorized.
- 2.7.2 Present a report of the opening balance, disbursements and closing balance at each Executive Board and General Membership meetings.

- 2.7.3 Safe-keep all monies of the organization in the Staten Island bank account in the name of the P.T.A. of P.S. 30R. The withdrawal procedure from said account shall require two out of the three designated signatures.
- 2.7.4 Present an estimated budget for the following school year at the June association meeting, every year for the approval of membership.
- 2.7.5 The Treasurer must file Form 990 with the I.R.S. at the end of each fiscal year, with a copy sent to the Principal and other appropriate Department of Education offices.
- 2.7.6 Be a member of the Finance Committee.
- 2.7.7 Shall annually submit the P.T.A.'s books and other appropriate records for internal and external audit.
- 2.7.8 Be a Staten Island Federation of P.T.A.'s delegate.
- 2.7.9 Have the current budget available at each meeting.

2.8 School Leadership Team (S.L.T.) Membership: No other Executive Board member except the President or one of the Co-Presidents shall automatically serve as a core member of the S.L.T. unless she/he is the President's permanent designee. All other parent representatives shall be elected by the General Membership. No person employed in the P.S. 30R or serving on the District 31 community School Board shall be eligible to serve as a parent member representative on the S.L.T.

Section 3 Election of Officers.

3.1. Nominating Committee:

- 3.1.1 The nominating committee shall consist of three to five members, three of who are to be selected by the General Membership at the February meeting. The two remaining members shall be appointed by the President, with the approval of the Executive Board, at the February meeting. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed in P.S. 30R shall be eligible to serve on the Nominating Committee.
- 3.1.2 The Nominating committee shall canvas the General Membership in writing for recommendations for all positions.
- 3.1.3 The Nominating Committee shall recommend on slate of eligible candidates to members at the March General Membership meeting.
- 3.1.4 No member of the Nominating committee shall be on the slate of eligible officers.

3.2 Additional nominations

- 3.2.1 At the April General Membership meeting the Nominating Committee shall request additional nominations from the floor.
- 3.2.2 Nominations shall then be officially closed and may not be reopened.

3.3 Notice

- 3.3.1 ***The Election must take place during the period of time between the day that falls ten days after the second Wednesday of May and the Second Friday in June of each school year.***

- 3.3.2 The notice and agenda for the Election meeting shall be distributed not less than ten days prior to the date. It shall list all candidates in alphabetical order under the office for which they were nominated. The exact time the election will take place during the meeting shall appear on the meeting notice.

3.4 Qualifications for Candidates

A candidate must be an enrolled member of the P.T.A. A candidate must have attended at least three meetings prior to the April meeting. Members of the same family may not be prohibited from serving as officers.

3.5 Voting Requirements

3.5.1 Each parent of a child/children currently attending P.S. 30R shall be entitled to one vote with a maximum of 2 votes per family. Each staff member currently employed at P.S. 30R shall get one vote.

3.5.2 Voting by proxy or absentee ballot is expressly prohibited.

3.6 Elections

- 3.6.1 The Nominating Committee shall be responsible for conducting the election.
- 3.6.2 Voting shall be by ballot. However, if there shall be but one candidate for any or each office, by General Membership consent, the Recording Secretary shall be instructed to cast one vote for the entire slate.
- 3.6.3 If more than one person has been nominated for any office, ballots prepared by the Nominating Committee shall be used.
- 3.6.4 Names of the candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated. Ballots shall be printed with instructions in English and other languages, as appropriate.
- 3.6.5 Ballots shall be counted immediately and in the presence of members. Ballots shall be retained for six months by the chairperson of the Nominating committee. If she/he will no longer be an eligible member after June 30 of that year, the ballots shall be turned over to the incoming Recording Secretary.
- 3.6.6 The election for School Leadership Team's parent member representatives shall be held in accordance with the Team's by-laws. No person employed in P.S. 30R or serving in district 31 community education council (CEC) shall serve as a parent member representative on the team.
- 3.6.7 If the P.T.A. will cease to function for failure to conduct a valid election or failure to fill the required Officer positions, there will be an abbreviated election process omitting the Nominating Committee.

3.7 Certification of Election

When the final tally of votes is complete, or when a single vote is cast in an uncontested election, the chairperson of the Nominating committee shall announce the results of the election to the General Membership and state that the results are official. The chairperson shall notify the Principal, the Staten Island Federation of P.T.A.'s and Presidents' Council in writing of the results of the election **within a week of the election**. In the event that the President-elect will not serve as the Presidents' Council's representative during her/his term of office, the General Membership, at the **election** meeting shall select a parent member to serve.

Section 4 Terms of Office and Installation

4.1 Officers

4.1.1 Officers shall be elected by the second Friday in June, installed in June and assume duties on July 1. A meeting between outgoing and incoming officers shall be arranged by June 30 for the transfer of records.

4.1.2 There are no term limits for any Officer.

4.2 Disciplinary Action

4.2.1 Any Officer who fails to attend three consecutive Executive Board meetings without good cause following written notice from the Executive Board shall be removed from office by recommendation of the Executive Board and two thirds of the membership present. The P.T.A. notice and agenda must cite that a vote will be taken by membership as a disciplinary action against an Executive Board member.

4.2.2 Officers and Executive Board members accused of misconduct or neglect of duty may be removed from office only after:

- a) A motion is presented by any P.T.A. member during any meeting of the assembly to appoint a review committee. The motion must be approved by vote of the General Membership
- b) The majority of the Review committee must be comprised of general members. Executive Board members against whom charges are being contemplated may not serve on the Review committee.
- c) 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) or board member against who charges are being contemplated has (have) the opportunity to present relevant facts, documents and witnesses.
- d) The committee must present its findings and recommendations during a General Membership meeting within a period not to exceed sixty calendar days from the date of the establishment of the Review Committee. The P.T.A.'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) or Executive Board member(s).

Section 5 Vacancies

5.1 *All mandatory office vacancies must be filled by succession. A vacancy in the position of President will be filled by the 1st Vice President. A vacancy in the position of Recording Secretary will be filled by the Corresponding Secretary. A vacancy in the position of Treasurer will be filled by the 1st Vice President. In the event that the core mandatory offices 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 Recording Secretary and shall turn over all records to the Recording Secretary at that time. In the event of the resignation of the Recording Secretary, he/she must transfer records to the President.*

5.2 A vacancy occurring in any other office shall be filled by appointment of the Executive Board. The appointment shall be confirmed by voice vote at the next General Membership meeting or additional nominations may be made from the floor.

5.3 When a contest exists, normal election procedure will be followed.

5.4 The appointee, or newly elected officer, **or successor officer** shall serve for the unexpired term. Any **officer** so elected or appointed shall be eligible to serve with no term limits in the same office.

Article V. Meetings

Section 1 General Membership Meetings

1.1 The General Membership meeting of the P.T.A. shall be held once each month from September through June (preferably the third Tuesday). All meetings shall be in the school building. The President, along with approval of the Executive Board, will determine the time and location of the meetings. There shall be three morning meetings and three evening meetings by the April P.T.A. meeting every year. Every two years, the President shall poll parents to determine their preference of meeting time. Results of the poll must be announced at a General Membership meeting.

1.2 Proposed General Membership meeting dates shall be prepared by the Executive Board for distribution. Written or verbal notice for each membership meeting shall be distributed at least ten days prior to the scheduled meeting.

1.3 All parents of students currently attending P.S 30R and staff members may attend and participate at the meetings subject to restrictions in these by-laws.

1.4 All other persons may attend as observers and may speak and otherwise participate at the discretion of the chair.

1.5 There shall be a copy of the current P.T.A. by laws available at each Executive Board and General Membership meeting.

1.6 There shall be a current school roster provided at every meeting. The roster shall be used if needed for attendance and notice purposes ensuring one ballot per member.

Section 2 Special Membership Meetings

The President may call a special membership meeting with a maximum of 48 hours written or verbal notice to parents stating precisely what the topic of the meeting will be.

Section 3 Quorum Regular, Annual and Special Meetings

3.1 Twenty members shall be considered a quorum at all General Membership meetings.

3.2 Ten Executive Board members shall be considered a quorum at all Executive Board meetings.

Section 4 Order of Business

4.1 The order of business of the P.T.A. shall be considered in the following order at all regular meetings:

1. Meeting called to order
2. Salute to the flag
3. Recoding Secretary's report (minutes of previous meeting)
4. Treasurer's Report
5. Report of Corresponding Secretary
6. Report of chairpersons of standing committees
7. Report of chairpersons of special committees
8. Old business
9. New business
10. Program
11. Adjournment

4.2 At the discretion of the President, the order of business may be varied or modified to accommodate special programs or circumstances.

Section 5 Minutes

Minutes of a previous General or Special Membership meeting must be available in written form and approved at the next General Membership meeting and available upon request to members.

Article VI. Executive Board

Section 1 Composition

The Executive Board shall be composed of the elected officers of the P.T.A. and all of its committee members. Their terms shall expire on June 30. No person employed in P.S. 30R shall be eligible to serve on the Executive Board.

Section 2 Responsibilities

The Executive Board shall plan and execute tasks necessary to implement the programs and policies adopted by the General Membership. It shall discuss matters of vital importance and bring recommendations for same to the P.T.A. for action. It shall have the authority to spend up to \$50 for operating expenses without prior approval of the General Membership.

Section 3 Meetings

3.1 Regular meetings of the Executive Board shall be held on the first Monday of every month at 8:30AM or the call of the President. The President may call a special emergency meeting of the Executive Board with a minimum of 24 hours via telephone or written notice to Executive Board members.

3.2 The President shall be chairperson of the Executive Board. The Principal, Assistant Principal(s) and the United Federation of Teachers' chapter leader are invited to attend the Executive Board meetings.

3.3 Interested members of the P.T.A. are entitled to attend an Executive Board meeting at any time.

3.4 A current membership list shall be available at each meeting to be used for attendance and voting purposes ensuring one ballot/vote per enrolled family member. Guests shall sign in at the bottom of the sheet.

Section 4 Voting

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

4.2 Ten Executive Board members shall be considered quorum.

Article VII. Committees

Section 1 Standing Committees

1.1 Duties and Responsibilities

1.1.1 The duties and responsibilities of a standing committee chairperson shall be limited to two consecutive one year terms, unless after a canvas of eligible members, no one is willing to serve, the chairperson may then serve a third term. The chairperson shall be nominated from within the committee members or may be appointed by the President as listed in the duties of the President.

1.1.2 Each chair or co-chair of a standing committee shall be a voting member of the Executive Board.

1.1.3 It shall be the committee chairperson who shall schedule meetings as necessary, notify committee members, schedule, organize and manage the required activities, income and expenses and report monthly to the Executive Board and to the General Membership (as necessary upon request by the President).

1.2 Membership Committee

1.2.1 The Membership Committee shall be responsible for distribution and collection of enrollment forms. It shall maintain a confidential record of enrollment forms received and shall have these records available at any given time.

1.2.2 A current membership list shall be available at each meeting to be used for attendance and voting purposes, ensuring one ballot/vote per enrolled family. Guest shall sign in at the bottom of the list. A school roster shall be available for all meetings where a vote is to be taken. A one ballot/vote per each family with children in the school must be ensured.

1.3 Program Committee

The Program committee shall be responsible for arranging guest speakers at monthly meetings. The committee will also arrange to bring special programs to students during the school year, e.g. Holiday Show and or Year End Show, with the approval of the Executive Board and the Principal.

1.4 Refreshment Committee

This committee shall be responsible for providing refreshments at all scheduled Executive Board and General Membership meetings. Additional refreshment volunteers can be added as necessary. It is also the committee's responsibility to maintain refreshment supplies.

1.5 Reception and Sunshine Committee

This committee shall welcome parents to meetings, keep records of attendance at all meetings, send cards, gifts, and condolence messages when necessary. They shall also be responsible for the purchase and sale of door raffles at meetings

1.6 Publicity Committee

This committee shall be responsible for all publicity of the P.T.A.'s functions and events.

1.7 Security Committee

This committee shall coordinate security for all special events, e.g. Science Fair, Holiday Fair, Carnival, Harvest Day etc.

1.8 5th Grade Activities

This committee shall be responsible for the organization of overall 5th grade activities.

1.9 5th Grade Activities - Yearbook Committee

This committee shall be responsible for the organization of materials for publication in the yearbook. With the consent of the Principal they should attend school functions to take candid photographs of students and teachers that may appear in the yearbook.

1.10 5th Grade Activities – Field Trip Committee

This committee shall be responsible for the organization and planning of the 5th grade field trip.

1.11 5th Grade Activities – T-Shirt Committee

This committee shall be responsible for the ordering of 5th grade t-shirts.

1.12 Holiday Fair Committee

This committee shall be responsible to recruit volunteers and organize the annual Holiday Fair.

1.13 Craft Committee

This committee will design and produce crafts and other specialty items for sale at the annual Holiday Fair.

1.14 Finance Committee

This committee shall assist the Treasurer with fund raising accounting. They will also assist the Treasurer as deemed necessary by the Treasurer.

1.15 Federation Committee

The P.T.A. is affiliated with the Staten Island Federation of P.T.A.'s and Presidents' Council. This committee shall consist of four Delegates and two alternates. Two representatives must be the President and Treasurer. The President shall appoint a Delegate to report at Federation meetings at the Executive Board and General Membership meetings of the P.T.A. Rights and privileges of the Delegates shall be defined in the Staten Island Federation of P.T.A. by-laws.

1.16 The Newsletter Committee

This committee shall be responsible for the organization of material for publication known as "The Westerleigh Flash". The "Flash" shall contain, at a minimum:

Messages from the President, Principal, a list of incoming Executive Board members, membership meeting dates, information concerning the election of officers, student and parent events, school policies, P.T.A. budget and any other material deemed appropriate by the P.T.A. The committee is also responsible for the distribution of "The Flash".

1.17 Book Fair Committee

This committee shall be responsible to recruit volunteers and organize the annual Book Fair.

1.18 Plant Day Committee

This committee shall be responsible to recruit volunteers and organize the annual Plant Day.

1.19 Harvest Day/Character Hat Day Committee

This committee shall be responsible to recruit volunteers and organize the annual Harvest Day / Character Hat Day.

1.20 Box Tops Committee

This committee shall be responsible to recruit volunteers and collect box tops for P.S. 30.

1.21 CapriSun / Terracycle Juice Pouch Brigade Committee

This committee shall be responsible to recruit volunteers and collect Caprisun/Terracycle Juice Pouches for P.S. 30.

1.22 Parliamentarian/Legislation (this individual will be the keeper of the by-laws) appointed by the President.

1.23 Ad-hoc committees

1.23.1 Where an issue or situation arises that necessitates the establishment of a committee, an ad-hoc committee may be formed by the Executive Board to meet that need and be dissolved when the need no longer exists.

1.23.2 The President, with the approval of the Executive Board, shall appoint the chair of ad-hoc committees.

1.23.3 Chairpersons of ad-hoc committees shall have the responsibilities as in Section 1.

Article VIII. Financial Affairs

Section 1 Fiscal Year

The fiscal year of the P.T.A. shall run from July 1 through June 30.

Section 2 Signatories

The President, Treasurer and one other Officer who will be approved at the next regularly scheduled meeting after elections shall be authorized to sign checks. All checks shall require two of the three authorized signatures. All checks shall be written in pen prior to signatures.

Section 3 Budget

3.1 Budget Approval

3.1.1 At the June Executive Board and General Membership meetings, the Treasurer will present to the members the proposed budget for the following year.

3.1.2 At the General Membership meeting, the members will vote to accept the budget via a motion, second and majority vote.

3.1.3 If said budget is accepted at that meeting then the proposed budget will become the P.T.A.'s actual budget for the ensuing school year.

3.1.4 If said budget is not accepted at that meeting, then the members present will restructure the budget until approved.

3.2 Every month thereafter the Treasurer will present a financial statement of the opening and closing balances and disbursements

3.3 All funds raised for a special purpose (specific budget lines) will be set aside and used for that purpose; however, credit from one budget line may be applied to a debit in another budget line. This "Transfer of Fund" must be presented and approved by the general members present via motion, second and majority vote at a General Membership meeting.

3.4 Budget Changes

3.4.1 The Executive Board or Officers may spend up to \$100 above an approved budget line without General Membership approval. The President must report said transaction to members at the next General Membership meeting. A Transfer of Funds must occur.

3.4.2 Any expenditure over \$100 above the approved budget lines must be approved by the General Membership prior to its occurrence.

3.4.3 The budget may be amended by vote of the General Membership at any meeting.

3.4.4 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the General Membership.

Section 4 Fund Raising

4.1 The Executive Board shall be responsible for researching and presenting to membership all information and data relevant to proposed fund raisers.

4.2 The Treasurer, one other Officer and a Finance committee member shall be designated and approved by the entire Executive Board to collect, count, tally and record all orders and payments.

4.3 The Treasurer and one other Officer shall arrange to deposit all receipts by the end of the school day, when possible. With a deposit of \$1,000 or more, the Treasurer should be accompanied to the bank by an Officer.

4.4 The President or Treasurer shall prepare a report of each fund raiser to be distributed to parents and filed in the principal's office as required.

4.5 The P.T.A. fund raising activities involving students during school hours must be restricted to two per year. One additional fund raising activity may be permitted with approval of the Superintendent in exceptional circumstances.

Section 5 Audit

5.1 Each year, the P.T.A.'s financial records shall be reviewed by an outside, independent Certified Public Accountant (C.P.A.).

- 5.2 The books shall be submitted to the auditor no later than August 1 or otherwise approved by the President.
- 5.3 The auditor's report and financial records will be turned over to the newly elected Treasurer no later than August 25 or otherwise approved by the President.
- 5.4 The auditor's report will be presented to members at the first General Membership meeting and attached to the minutes.
- 5.5 If funding is not available for payment of an auditor to review the books, then the Financial Committee will do so.
- 5.6 The Treasurer will serve in as an advisory capacity only to answer questions.

Section 6 Financial Accounting

- 6.1 The P.T.A. shall prepare an interim financial statement by January 31 and an annual financial statement by June 30 of all income and expenditures.
- 6.2 The outgoing P.T.A. administration will assist the incoming administration with the preparation of next year's budget. This will allow the incoming administration to familiarize itself with the procedure and structure of the budget.
- 6.3 The P.T.A.'s financial records must be available for inspection by members on reasonable request.
- 6.4 P.T.A. funds are separate and independent from school funds and budget.
- 6.5 A copy of the accounting or a summary thereof must be filed in the Principal's office and distributed to all parents in the "The Flash" or in a flyer.
- 6.6 The P.T.A. shall comply with all I.R.S. Form 990 requirements.

Section 7.501(c)(3) Status

- 7.1 Said organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations, under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.
- 7.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organizations shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue code, or corresponding section of any future federal tax code.
- 7.3 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article IX. Parliamentary Authority

All procedural questions not covered by the by-laws shall be governed by Robert's Rules or Order, newly revised, and the NYC Department of Education chancellor's regulations relating to PTAs (A-660).

Article X. Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular General Membership meeting of the P.T.A. by a two-thirds vote of the members present. The amendment shall be presented in writing to the membership at the previous meeting and discussed. It shall appear in the notice of the meeting at which it is amended, followed by a discussion and voted upon. Amendments are effective immediately unless otherwise stated. A current copy of the by-laws must be submitted to the principal and district office after membership approval.

A thorough review of these by laws shall be conducted every three years.

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 X, at the membership meeting held on 22 March 2011

Signed By:

President

Secretary

(Month) (Day) (Year)

Filed with the Principal on _____
(Month) (Day) (Year)