

BYLAWS

OF

Parent Teacher's Association of PS 98Q

APPROVED BY THE MEMBERSHIP ON JUNE __, 2010

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

DATE

OFFICER'S NAME

OFFICER'S SIGNATURE

TITLE

DATE

Article I - Name

The name of the association shall be the Parent Teacher's Association of PS 98Q.

Article II - Objectives

The objectives of the association are to provide support and resources to PS 98Q for the benefit and educational growth of the children; to promote and develop a cooperative working relationship between the parents and staff of PS 98Q; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Membership in the association shall be limited to parents, legally appointed guardians, foster parents and persons in parental relation to students currently attending PS 98Q. In addition, membership shall be open to all teachers currently employed at PS 98Q. Parents, legally appointed guardians, foster parents or persons in parental relation to students currently attending PS 98Q are automatically a member of the PTA; no membership form is necessary. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

Section 2 Donations

Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make a voluntary donation determined by the Executive Board.

Section 3 Voting Privileges

Each parent of a child currently enrolled at PS 98Q shall be entitled to one (1) vote. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at the school shall be entitled to one (1) vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Article IV – Officers

Section 1 Titles

The officers of the association shall be: President (or Co-Presidents), Vice-President, Secretary, Treasurer, Financial Secretary, Vice-President Bulletin, Vice President Advertising and Vice-President Fundraising. The association must elect the mandatory officers: President, Secretary and Treasurer, in order to be a functioning PTA. All positions can be co-chaired with the exception of Treasurer and Financial Secretary. There shall be no qualifications for any office other than to be a parent of a child attending PS 98Q.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1 through June 30. Officers shall be elected and nominations closed between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1. Eligibility for office is limited to parents, legally appointed guardians, foster parents or persons in parental relation to students currently attending PS 98Q who are not employed at PS 98Q. Term limits for each officer position for the association shall be two (2) consecutive one-year terms. The candidate may be elected to serve in a third term provided no other interested candidate is nominated and willing to serve.

Section 3 Duties of Officers

3.1 President or Co-Presidents: The President or Co-Presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the Nominating Committee. The President or Co-Presidents shall provide leadership for its members. The President or Co-Presidents shall appoint chairpersons of 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 parent and school activities. The President or designated Co-President shall attend all regular meetings of the President's Council and shall be a core member of the School Leadership Team. In the event that the association elects Co-Presidents, the remaining Executive Board members in consultation with the association will determine which Co-President will serve as the core member on the School Leadership Team and which Co-President will serve as the school's representative to the President's Council. 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 Co-Presidents shall be one of the signatories on checks. The President or either of the Co-Presidents or his/her designee shall represent the PTA on President's Council committees. The President, Co-Presidents or his/her designee shall

assist with the June transfer of PTA records to the incoming Executive Board. The President shall attend OFEA professional development seminars relating to association leadership.

- 3.2 Vice President: The Vice-President shall assist the President or Co-Presidents and shall assume the President's or Co-President's duties in his/her or their absence or at the President's or Co-Presidents' request. The Vice-President shall be one of the signatories on all checks. The Vice-President shall assist with the June transfer of PTA records to the incoming Executive Board.
- 3.3 Secretary: The Secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The Secretary shall maintain custody of the association's records on school premises. The Secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The Secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The Secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.4 Treasurer: The Treasurer shall be responsible for all financial affairs and funds of the association. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the association. The Treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The Treasurer shall also prepare and provide copies of the interim and annual financial reports. The Treasurer shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.5 Financial Secretary: The Financial Secretary shall maintain an updated record of all income and expenditures. The Financial Secretary shall work in conjunction with the Treasurer to prepare, provide copies and present financial reports at all association meetings. The Financial Secretary shall also work in conjunction with the Treasurer to prepare and provide the January 31 interim and June 30 annual financial accounting reports.

- 3.6 Vice President Bulletin: The Vice President Bulletin shall be responsible for the publication of the PTA Bulletin.
- 3.7 Vice President Advertising: The Vice President Advertising shall be responsible for advertising in the PTA Bulletin. The Vice President Advertising shall solicit advertising for the bulletin; collect advertising funds and prepare them for deposit. Vice President Advertising shall distribute a copy of the bulletin to all advertisers and assist the Vice President Bulletin as needed.
- 3.8 Vice President Fund Raising: The Vice President Fund Raising shall coordinate and supervise all of the fund raising activities of the PTA. The Vice President Fund Raising shall be Chairperson of the Fund Raising Committee.
- 3.9 School Leadership Team Membership: The President of the PTA shall automatically serve as a core member of the School Leadership Team. In the event that the association elects Co-Presidents, refer to Article IV, Section 3.1 of the association's bylaws. All other parent member representatives shall be elected by the general membership.
- 3.10 Community Education Council (CEC) Selectors: The President, Secretary and Treasurer are the CEC Selectors. In accordance with Chancellor's Regulation D-140, in the case of Co-Presidents and/or Co-Secretaries, the remaining Executive Board members will determine who will be the CEC Selectors.

Section 4 Election of Officers

The yearly election of officers of the association must be held between the third Wednesday in May and the third Friday in June. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election by May 1. An election can be held for non-mandatory positions in the fall. Employees of the school, including parent coordinators, may not serve as association officers.

- 4.1 Nominating Committee: A Nominating Committee may be established by vote of general membership at the April meeting. If a Nominating Committee can be established, the committee shall consist of three to five (3-5) members. The majority of the members of the Nominating Committee must come from the general membership. The remaining members of the Nominating Committee shall be selected by the President, subject to the approval of the Executive Board. The Nominating Committee shall choose one of its members to serve as chairperson. No person employed at PS 98Q shall be eligible to serve on

the Nominating Committee.

Members of the Nominating Committee are not eligible to run for office.

An eligible member of the Nominating Committee may be considered as a candidate if she/he immediately resigns from the Nominating Committee in writing.

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 for eligible candidates;
- 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 April meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election;
- 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 no earlier than the third Wednesday in May and later than the third Friday in June;
- notifying the principal of the date of the election in writing by May 1;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- completing the spring election during the period of time between the third Wednesday in May and the third Friday in June of each school year;
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 7); and
- 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/can not be formed by the end of April, the Executive Board must communicate that the nominations and election process outlined above will proceed under the direction of at least two (2) members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership at the May general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws. They may also seek assistance in conducting nominations and the election from the President's Council and/or the principal or his/her designee and/or the superintendent or his/her designee.

If at least two (2) members of the association who are not running for office are not/can not be identified to conduct the nominations and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the President's Council and/or OFEA.

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.

4.3 Contested Elections and Use of Ballots:

- 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 whenever possible.
- 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 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 the chairperson will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming secretary.

4.4 Uncontested Elections:

If there is only one candidate for an office, a member must make a motion for the recording secretary to cast one (1) vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.5 Officer Vacancies:

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of President will be filled by the Vice-President or next highest ranking officer. 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.

4.6 Expedited Election Process:

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 vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty-eight (48) hours prior to holding special election process to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least a five (5) calendar day written notice to the membership.

4.7 Certification of the Election:

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

4.8 Voting Requirements: There shall be one (1) vote per member for the child/children currently attending PS 98Q. Each teacher currently employed at PS 98Q shall be entitled to one (1) vote. Voting by proxy or absentee ballot is prohibited.

Section 5 Education Council Selectors

In the case of Co-Presidents and/or Co-Secretaries, the remaining Executive Board members will vote to choose who will be the CEC, CCSE, CCELL or CCHS Selectors.

Section 6 June Transfer of Records

The outgoing PTA Executive Board shall arrange for the orderly transfer of records and information of the PTA, which shall include an overview of all PTA transactions for the school year, to the incoming Executive Board. At least one (1) meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the President's Council during this process.

Section 7 Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board or general membership meetings shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds (2/3) vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Executive Board's consideration.

In other instances where an elected officer(s) of the association 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 any PTA member during any meeting of the PTA assembly to appoint a Review Committee. The motion must be approved by two-thirds (2/3) 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 fact-finding review. All pertinent facts and information must be considered by the Review Committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The Review Committee must present its findings and recommendations during a general membership meeting within a period not to exceed thirty (30) school days from the date the motion was presented. The

association'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).

- Findings must be presented in writing at a general membership meeting within thirty (30) school days of the date the motion was presented. The PTA's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of a PTA executive board member.
- The result of the motion must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

Article V - Executive Board

Section 1 Composition

The Executive Board shall be composed of the elected officers of the association (and chairpersons of standing committees). Persons employed by PS 98Q shall be ineligible to serve as an elected officer of the association. Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 7, unless a good and valid reason is rendered in writing.

Section 2 Meetings

Regularly scheduled meetings of the Executive Board shall be held prior to every general membership meeting scheduled from September through June.

Section 3 Voting

Each member of the Executive Board shall be entitled to one (1) vote.

Section 4 Quorum

Four (4) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

- 1.1 The general membership meetings of the association shall be held on the third Tuesday of designated months from September through June, at 7:30 p.m., unless such day falls on a legal/religious holiday or as determined by the Executive Board. In such instances, the meeting shall be held on the following Tuesday or previous Tuesday as determined by the Executive Board. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. A ten (10) calendar day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.
- 1.2 All official meetings, including committee and executive board meetings must be held in the association’s home school. Under no circumstances are PTA meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4 Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2 Order of Business

The order of business at meetings of the association, unless changed by the Executive Board shall be (as may be adjusted):

- Call to Order
- Reading and Approval of Minutes
- President’s Report
- Treasurer’s Report
- Principal’s Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of at least eight (8) PTA members, including a minimum of two (2) Executive Board members and six (6) parent members of the association shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any association meeting must be made available upon request to any member.

Section 5 Special Membership Meetings

- 5.1 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 President may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 Upon receipt of a written request from five (5) association members, the President must call a special membership meeting within five (5) working days of the request and within forty-eight (48) hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII – Committees

Section 1 Standing Committees

- 1.1 The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the association are the following:

Communications: The Communications Committee shall be responsible for promoting membership participation by keeping the membership informed through outreach. The Chairperson for the Communications Committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The Communications Committee shall also prepare a newsletter to all members which contain, at minimum messages from the principal, PTA President, list of Executive Board members, all PTA meeting dates, student and parent events, school policies, PTA budget and any other material deemed appropriate by the association. The Communications Committee shall also be responsible for maintaining a current list of members.

Budget: The Budget Committee shall be responsible for drafting (i) a proposed budget each spring for approval by the membership, (ii) a written review of the prior year's budget, both of which must be presented for vote no later than June, and (iii) presenting the budget process (see Article VIII, Section 3).

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 records 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.

Article VIII - Financial Affairs

Section 1 Fiscal Year

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

Section 2 Signatories

The President (or Co-Presidents), Vice President and Treasurer shall be authorized to sign checks. All checks require at least two (2) signatures. The two (2) signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTA check. A PTA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

- 3.1 The Executive Board shall be responsible for 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 May meeting.
 - The incoming Executive Board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - The Executive Board must present the budget process for membership approval no later than the October meeting.
 - The counting and handling of any cash, checks, or money orders received by the PTA, must be completed by at least two (2) PTA members. These PTA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTA's financial records must display the total amount of funds and the signatures of the PTA members who participated in counting the funds.
 - No parent 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 authorized Executive Board members within twenty-four (24) hours of receipt, whenever possible. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds must be taken to the bank for deposit by at least two (2) authorized members.
 - Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.).
 - Writing checks to petty cash or cash is prohibited.
 - The use of withdrawal slips and ATM cards is prohibited.
- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

- 3.4 The Executive Board is authorized to make an emergency expenditure not to exceed \$250.00 with a two-thirds (2/3) approval by the Executive Board. These expenditures shall be reported to the general membership at the next association meeting in writing by the Treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 4 Audit

- 4.1 The President shall request volunteers to form an Audit Committee of three to five (3 – 5) persons. Executive Board members who are not eligible signatories on association checks may serve on the Audit Committee. The majority of the Audit Committee shall be comprised from the general membership.
- 4.2 The Audit Committee shall conduct an audit of all financial affairs of the association with the help of the Treasurer who shall make all books and records available to them. The Audit Committee may also recommend that an external audit of the association's financial records be conducted.
- 4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 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.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim Financial Report by January 31 and the Annual Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raiser proceeds from students. The Treasurer and at least one (1) other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All 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 regular meeting of the association by a two-thirds (2/3) 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. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines. Any PTA member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds (2/3) 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 May 25, 2010.

Signed By:

President

Secretary

(Month) (Day) (Year)

Filed with the Principal on _____

(Month)

(Date)

(Year)