

BYLAWS

of the

Parent Teacher's Association of P.S. 40 Manhattan, Inc.

APPROVED BY THE MEMBERSHIP ON APRIL 18, 2018

Article I - Name

The name of the association shall be the Parent Teacher's Association of P.S. 40 Manhattan, Inc., (herein referred to as the "Association").

Article II - Objectives

The objectives of the Association are to provide support and resources to the school for the benefit and educational growth of the children; to provide resources for programs and tools of special value that may not be fully provided for under the DOE school budget; to promote and help develop a cooperative working relationship between the parents and the teachers and the staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation and build community 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 for Membership

Membership in the Association shall be limited to parents, as defined below, and teachers currently employed at P.S. 40.

Parents, for the purpose of these Bylaws, are defined as and limited to parents by birth or adoption, step-parents, foster parents, legally appointed guardians, and persons in parental relation to a child currently attending P.S. 40. Parents are automatically members of the Association; no membership form is necessary. In 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 used herein, the term "General Membership" shall include all members of the Association, including the members of the Executive Board, unless explicitly stated otherwise.

Section 2. Dues/Donations

The payment of dues is not a condition for participation or membership. Members may be asked to make donations to support the Association. Donations are voluntary and are not a requirement for membership, voting or running for office.

Section 3. Voting Privileges

Each parent of a child currently enrolled at P.S. 40 shall be entitled to one vote. All teachers currently employed at P.S. 40 shall be entitled to one vote. Voting must be in person. Voting by proxy, absentee ballot, email, or conference call is not permitted. The rights of a member to vote may be limited by the Association's conflict of interest policy or by the conflicts of interest restrictions outlined in Chancellor's Regulation A-660 (hereafter referred to as "CR A-660").

Section 4. Notices

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via backpack flyer to the children of parents or via U.S. mail, postage prepaid. In addition, but not in place of backpack flyer or U.S. mail, courtesy copies of such notices may also be sent via electronic mail. Notices, ballots and other written materials required by these Bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these Bylaws, "calendar days" includes days that the school is closed as well as holidays, weekdays, and weekends.

Article IV – Officers

Section 1. **Titles and Designation**

The officers of the Association shall be: President or Co-Presidents, First Vice President or Co-First Vice Presidents, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of School Activities or Co-Vice Presidents of School Activities, Vice President of Community Affairs or Co-Vice Presidents of Community Affairs, Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership, Vice President of Hospitality or Co-Vice Presidents of Hospitality, Treasurer or Co-Treasurers, Recording Secretary or Co-Recording Secretaries, Financial Secretary or Co-Financial Secretaries, Corresponding Secretary or Co-Corresponding Secretaries, and Members-At-Large. Candidates may run for the offices individually or each office may be held by two people intending to share the responsibilities. Each co-officer must assume the duties of such officer as outlined below. Persons intending to run together must declare their intentions to do so and must run together as a slate in order to serve together. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term.

The Association must elect the mandatory officers (President, Recording Secretary and Treasurer) in order to be a functioning Association.

Section 2. **Term of Office and Term Limits**

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Officers shall be elected at the June meeting, to be held no later than the last day of school in June, for a one-year term beginning July 1. Term limits for each officer position of the Association shall be three consecutive one-year terms. A candidate who has served the maximum number of terms may be elected to serve an

additional 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 Association committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other Association members and shall encourage meaningful participation in all parent and school activities.

The President, designated Co-President, or their designee (see Bylaws provision below) shall attend all regular meetings of the District Presidents' Council and shall be a mandatory member of the School Leadership Team. In the event that the Association elects Co-Presidents, the Co-Presidents must decide who will serve as the school's representative to the District Presidents' Council and who will serve as the mandatory member on the School Leadership Team, and shall inform the membership. The President or Co-Presidents can appoint a designee on their behalf to serve as the school's representative to the District President's Council. Designees must be approved by vote of the membership and the results recorded in the minutes of the meeting.

The President or Co-Presidents shall meet regularly with the rest of the Executive Board members in accordance with these Bylaws to plan the agendas for the General Membership meetings. The President or the Co-Presidents shall be signatories on checks. The President or either of the Co-Presidents or his/her designee shall represent the Association on district committees. The President or Co-Presidents shall assist with the June transfer of Association records to the incoming Executive Board.

- 3.2 First Vice President or Co-First Vice Presidents: The First Vice President or Co-First Vice Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her/their absence or at the President's or Co-Presidents' request. The First Vice President or Co-First Vice Presidents are expected to be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The First Vice President or Co-First Vice Presidents are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising committees. The First Vice President or Co-First Vice Presidents shall assist with the June transfer of Association records to the incoming Executive Board.
- 3.3 Vice President of Fundraising or Co-Vice Presidents of Fundraising: The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The Vice President of

Fundraising or Co-Vice Presidents of Fundraising shall coordinate fundraising efforts held by the Association inside and outside of the school throughout the year. The Vice President of Fundraising or Co-Vice Presidents of Fundraising are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising committees.

- 3.4 Vice President of School Activities or Co-Vice Presidents of School Activities: The Vice President of School Activities or Co-Vice Presidents of School Activities shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The Vice President of School Activities or Co-Vice Presidents of School Activities shall lead and coordinate Association events and activities taking place in the school. The Vice President of School Activities or Co-Vice Presidents of School Activities are expected to serve as Chairperson or co-Chairperson of at least two events or fundraising committees.
- 3.5 Vice President of Community Affairs or Co-Vice Presidents of Community Affairs: The Vice President of Community Affairs or Co-Vice Presidents of Community Affairs shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The Vice President of Community Affairs or Co-Vice Presidents of Community Affairs shall serve as the Associations community liaison and work to promote and encourage involvement by parents as well as the broader community in school and Association sponsored activities and fundraising events. The Vice President of Community Affairs or Co-Vice Presidents of Community Affairs are expected to serve as Chairperson or co-Chairperson of at least two events or fundraising committees.
- 3.6 Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership: The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership shall ensure timely and meaningful communications among parents, teachers, and the school staff and coordinating Association activities among members. The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising committees.
- 3.7 Vice President of Hospitality or Co-Vice Presidents of Hospitality: The Vice President of Hospitality or Co-Vice Presidents of Hospitality shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The Vice President of Hospitality or Co-Vice Presidents of Hospitality shall be responsible for coordinating and overseeing school hospitality events, parent events, and community building events and activities for the Association. The Vice President of Hospitality or Co-Vice Presidents of Hospitality are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising committees.

- 3.8 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the Association. The Treasurer or Co-Treasurers 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 or Co-Treasurers shall adhere to and implement all financial procedures established by the Association. The Treasurer or Co-Treasurers shall prepare and present a written report of all transactions at every Executive Board and General Membership meeting and provide copies of financial reports at all such meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June 30th annual financial reports. The Treasurer or Co-Treasurers shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all Association records to the incoming Executive Board.
- 3.9 Recording Secretary or Co-Recording Secretaries: The Recording Secretary or Co-Recording Secretaries shall record minutes at all Association meetings. The responsibilities of the Recording Secretary or Co-Recording Secretaries shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Recording Secretary or Co-Recording Secretaries shall prepare and make available 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 Recording Secretary or Co-Recording Secretaries shall maintain custody of the Association's records on school premises. The Recording Secretary or Co-Recording Secretaries shall sign and incorporate all amendments into the Bylaws and shall ensure that signed copies of the Association's Bylaws with the latest amendments are on file in the principal's office. The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association. The Recording Secretary or Co-Recording Secretaries shall assist with the June transfer of all Association records to the incoming Executive Board.
- 3.10 Financial Secretary or Co-Financial Secretaries: The Financial Secretary or Co-Financial Secretaries shall monitor, audit and oversee revenues of fundraising functions and events for the Association. The Financial Secretary or Co-Financial Secretaries shall be responsible for counting and collecting all monies from fundraising and Association activities. The Financial Secretary or each Co-Recording Secretaries shall be one of the signatories on checks. The Financial Secretary or Co-Financial Secretaries shall create and provide a written report identifying the source of all monies. This report, along with all deposit slips must be supplied to the Treasurer or Co-Treasurers.
- 3.11 Corresponding Secretary or Co-Corresponding Secretaries: The Corresponding Secretary or Co-Corresponding Secretaries shall attend to distribution of all notices of all regular, executive and special meetings and to attend to all correspondence. The Corresponding Secretary or Co-

Corresponding Secretaries shall assist with the June transfer of all Association records to the incoming Executive Board.

- 3.12 Members-at-Large: There will be up to 2 Members-at-Large who are voting members of the Executive Board. These positions will be held for incoming members who are new to the school. An expedited election will be held no later than the October General Membership meeting. The Members-at-Large shall have an emphasis on outreach to new families. Each Member-at-Large may serve as Chairperson or Co-Chairperson of events or fundraising committees.
- 3.13 School Leadership Team Membership: The President or one of the Co-Presidents of the Association shall serve as a core member of the School Leadership Team. All other parent member representatives shall be elected by the General Membership according to the procedures outlined in the Chancellor's Regulation A-655, which governs School Leadership Teams.
- School Leadership Team Nominations and Elections: School Leadership Team Parent member elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May General Membership meeting notice. Nominations for School Leadership Team Parent members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.
 - Notice: Notice of the Election of School Leadership Team members will be included in the notice of the General Membership meeting. Election of School Leadership Team members shall take place following the election of the Associations' Executive Board at the June General Membership meeting.
 - Vacancy: A vacancy shall be filled by a special expedited election held at a General Membership meeting.

Section 4. **Election of Officers**

Officers shall be elected by the last day of each school year (with the exception of the Members-at-Large which will be elected at the October General Membership meeting) for a one-year term beginning July 1. Any timelines established by the Association to complete the nominations and election process must adhere to this timeframe. Nominations for officers shall close at the May meeting and a vote will be held at the June meeting. The Executive Board must notify the principal of the date and time of the annual elections by April 1.

Employees of P.S. 40 may not serve as members of the Executive Board or the nominating committee even if they have a child attending P.S. 40.

- 4.1 Nominating Committee: A nominating committee must be established during the February General Membership meeting. The nominating committee shall consist of three to five members. The majority of the members of the nominating committee must come from the General Membership (and not members of the Executive Board). The remaining members of the nominating committee shall be selected by the President or Co-Presidents, 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 P.S. 40 shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. Candidate eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the Bylaws, and (iii) they meet the criteria for membership. Parent members with one child graduating and another child entering the school may only run for a non-mandatory office (offices other than office of President, Recording Secretary and Treasurer) during spring elections. The Principal must certify to the membership that the candidates being considered are eligible to run for office. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership throughout the months of February – May for all eligible candidates;
- preparing and distributing all written notices in English and other languages spoken by parents in the school, to the entire membership at least ten calendar days in advance of any meeting pertaining to the nomination and election process and in accordance with CR A-660.
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election immediately following the May meeting;
- verifying the eligibility of all interested candidates prior to the election;
- reporting the names of candidates during the May meeting;

- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May meeting;
- notifying the Principal of the date and time of the election no later than April 1;
- scheduling the election at a time that ensures maximum participation;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least 10 calendar days prior to the June election meeting;
- completing the spring election during the June meeting;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 4.6 of these Bylaws);
- maintaining on file (on school premises) the ballots from any contested election for a period of one year from such election or until a determination of any grievance which was filed within one year from such election, whichever is longer.

If a nominating committee is not/cannot be formed by the end of March, the Executive Board for the following school year shall be determined based upon a special expedited election pursuant to Article IV, Section 5 of these Bylaws and CR A-660 by no later than the last day of school in June.

- 4.2 Notice of Election Meeting: A written notice of the election meeting must be sent to all parents at least ten calendar days prior to the date of the meeting and in accordance with CR A-660. The notice must be in writing and include the date, time, and location of the elections, a list of all Executive Board positions to be filled, a statement that the only qualification for all offices is that the candidates be a parent of a child in P.S. 40, term limits (if applicable), the mechanism by which parents can become candidates for office, and the date nominations close, and for expedited elections, a statement that all nominations will be taken from the floor at the election meeting. All meeting notices shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. Prior to the June election meeting, a notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated.

- 4.3 Candidate Rights and Campaigning: During an election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another member may read the candidate's statement. A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election. No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the Association. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any PTA or PC Executive Board, school or district leadership team, school or district Title I Parent Advisory Council and CEC, CCSE, CCHS, or CCELL, as defined in the Chancellor's Regulations.
- 4.4 Uncontested Elections: If there is only one candidate for an office, a member must make a motion for the Recording Secretary or one of the Co-Recording Secretaries to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes. Members may vote by show of hands or by acclamation to accept the slate of incoming officers.
- 4.5 Contested Elections and Use of Ballot: When there is more than one candidate for any office, voting must be by written ballot.
- Names of candidates shall appear on the ballot in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team in order to serve together.
 - Where possible, ballots should contain instructions in the languages spoken by parents in the school other than English.
 - Ballots shall be distributed once voter eligibility has been established.
 - Ballots shall be counted immediately following the conclusion of voting and in the presence of the members. Ballots must remain in meeting room until the election meeting is adjourned.
 - The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance concerning the election which was filed within one year from the election, whichever is later.
- 4.6 Certification of Elections: 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. The principal or the principal's designee (who must be a school employee other than the parent coordinator) must certify that the nomination and election process was

conducted in accordance with CR A-660 and these Bylaws. The principal must ensure that the incoming officers of the Association complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

- 4.7 Cease to Function: The Association shall cease to function if, by June 30th of the forthcoming school year, it has not held elections or fails to elect at least one mandatory officer.

Section 5. **Officer Vacancies**

Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary or Co-Recording Secretaries and immediately turn over all Association records.

When an officer vacancy is created by resignation or removal, the Executive Board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession or expedited election. Any officer vacancy to be filled by succession shall be filled by the next highest ranking officer. The ranking of officers for succession purposes shall be: President or Co-Presidents, First Vice President or Co-First Vice Presidents, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of School Activities or Co-Vice Presidents of School Activities, Vice President of Community Affairs or Co-Vice Presidents of Community Affairs, Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership, Vice President of Hospitality or Co-Vice Presidents of Hospitality, Treasurer or Co-Treasurers, Recording Secretary or Co-Recording Secretaries, Financial Secretary or Co-Financial Secretaries, and Corresponding Secretary or Co-Corresponding Secretaries. For example, a vacancy in the position of President or Co-Presidents will be filled by the First Vice President or one of the Co-First Vice Presidents, or the next highest ranking officer. Association officers may choose to retain their positions and not succeed to a vacant office. Any mandatory offices that remain vacant after the order of succession has been followed must be filled by expected election. If the Association has one or two mandatory officer vacancies that cannot be filled by succession prior to the start of the school year, the remaining Executive Board members must conduct an expedited election to fill all mandatory officer vacancies by October 15. If an office becomes vacant after the start of the school year and cannot be filled by succession, the expedited election process set forth in these Bylaws must be followed in the case of a mandatory officer. In the case of non-mandatory officers, it is recommended, but not required, and will be at the discretion of the Executive Board.

Expedited elections must be held to fill vacancies of the mandatory offices (President, Recording Secretary and Treasurer) in the event they cannot be filled through succession, and may, but are not required to be held to fill vacancies of non-mandatory officers. The Executive Board shall be responsible for announcing vacancies and distributing written notice at least 10 calendar days prior to the expedited election informing all members of the date and time of the special

expedited elections and indicating that nominations for all open offices will be taken from the floor. A nominating committee is not formed when a special expedited election is conducted. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.5 of these Bylaws. A parent member who is not seeking office should chair the election meeting.

Section 6. Disciplinary Action

Any officer who fails to attend three consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an 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:

- Any member presents a motion during any General Membership meeting to appoint a review committee of at least 3 members. The motion must be approved by majority vote of the General Membership present.
- The majority of the review committee must be comprised from the General Membership. Executive board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. The committee must consider all pertinent facts and information. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a General Membership meeting within a period not to exceed sixty calendar days from the date of the establishment of the review committee. 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).

Section 7. June Transfer of Records

All Association records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Outgoing Executive Board members may not retain copies of Association records, including parent contact information. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election.

Prior to the conclusion of the Recording Secretary's or Co-Recording Secretaries' term, she/he must make the necessary arrangements to provide the Association's Bylaws, meeting notices, agendas, and minutes from both General Membership and Executive Board meetings to the newly elected Recording Secretary or Co-Recording Secretaries.

Prior to the conclusion of a Treasurer or Co-Treasurers' term, she/he/they must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the Association to the newly elected Treasurer or Co-Treasurers.

Article V - Executive Board

Section 1. Composition

The Executive Board shall be composed of the elected officers and the Members-At-Large of the Association. Persons employed at P.S. 40 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 6 herein.

Section 2. Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the 1st or 2nd Wednesday of the month at 8:30am or 6:30pm. Meeting days/times may be changed only if necessary, and in consultation with the principal, to accommodate school and religious holidays or unforeseen school schedule conflicts. All Association members are entitled to attend Executive Board meeting. Individuals who are not members of the Association may only attend with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

Section 3. Voting

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

Section 4. Quorum

One more than half of the Executive Board members shall constitute a quorum, allowing for official business to be transacted.

Section 5. Contact Information

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

Article VI – Membership Meetings

Section 1. General Membership Meetings

- 1.1 The General Membership meetings of the Association shall be held each month, on the 3rd or 4th Wednesday of the month at either 8:30am or 6:30pm, from September through June. The Executive Board shall have the power to reschedule General Membership meetings in the event a scheduled General Membership meeting conflicts with another school event or falls on a school holiday. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.
- 1.2 All General Membership meetings must be held in the school, except in extenuating circumstances. Under no circumstances are General Membership meetings to be held in private residences.
- 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. Meetings of the Association must be non-exclusive and open to the general public.
- 1.4 Individuals who are not members of the Associations may attend General Membership meetings as observers, but may participate in discussions only at the discretion of the meeting chair.

Section 2. Order of Business

The order of business at meetings of the Association, unless changed by the Executive Board shall be:

- Call to Order

- Reading and Approval of Minutes
- Treasurer's Report
- Principal's Report
- President's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3. Quorum

The quorum for a General Membership meeting must consist of at least eight Association members, including a minimum of two Executive Board members, and six parent members (which may include members of the Executive Board). In the absence of a quorum, a Association cannot authorize the expenditure of funds or vote on any business but may have non-binding discussions.

Section 4. Minutes

Minutes must be taken at all General Membership meetings. A draft of the minutes must be distributed at the next scheduled meeting for review and approval. The minutes of any Association meeting must be made available to any member upon request.

Section 5. Special Membership Meetings

5.1 A special membership meeting shall be called to deal with any matter of importance that cannot be postponed until the next General Membership meeting. The President or Co-Presidents may call a special membership meeting with a minimum of forty-eight hours written notice to parents stating the topic of the meeting.

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

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, regulation and these Bylaws.

Article VII - Committees

Section 1 Standing Committees

The President or Co-Presidents will appoint Standing Committee Chairpersons with the approval of the Executive Board. The Standing Committees of the Association are the following:

Budget: The budget committee shall be chaired by the Treasurer or Co-Treasurers and consist of the following officers: President or Co-Presidents, Treasurer or Co-Treasurers, Financial Secretary or Co-Financial Secretaries. The Executive Board will solicit 1-2 volunteers to be elected from the General Membership at the April Meeting. The budget committee shall be responsible for:

- the preparation of a written review of the prior year's budget for discussion at the May membership meeting;
- the preparing a proposed budget each year for adoption by the membership at the June membership meeting, and submitting a copy of the budget to the principal upon approval by the membership; and
- the development and review of the budget process (See Article VIII, Section 3.).

Audit: When the Association decides to conduct an internal audit, an audit committee must be formed. The Association shall conduct an internal audit when needed and must conduct an internal audit at least every three years. The audit committee must be selected by the General Membership and be comprised of a majority of general members. Executive board members who are not authorized check signatories may serve on the audit committee. The audit committee shall be responsible for:

- conducting an internal audit (with the help of the Treasurer or Co-Treasurers, who shall make all books and records available to them) and, if the audit committee so determines applicable, recommending that an external audit of all financial affairs of the organization be conducted based upon its initial findings;
- preparing a written report, and, if applicable, providing copies of the external report, to be presented to the membership at a General Membership meeting upon completion of their review and investigation, and including any such reports for review and discussion during the June transfer of records; and
- the examination of all relevant financial statements and records of disbursements, verification of all Association equipment and

ensuring compliance with Bylaw provisions for the expenditure of funds.

- The Treasurer or Co-Treasurers shall make all books and records available to the audit committee.

Section 2. Ad Hoc Committees.

Ad-hoc committees shall be established by Executive Board approval to accomplish specific tasks or address specific issues. Ad-hoc committees will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

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 and Payees

The President or Co-Presidents, Treasurer or Co-Treasurers, and Financial Secretary or Co-Financial Secretaries shall be authorized to sign checks on behalf of the Association. All checks require at least two signatures, one of which must be the Treasurer or one of the Co-Treasurers. The two signatories on a check shall not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or be members of the same household sign the same check. A signatory may not sign a check if she/he has any direct or indirect interest in the expenditure.

No checks may be written payable to "petty cash" or "cash." Signatories may not approve such checks.

Section 3. Budget, Deposits, and Expenditures

3.1 The Executive Board shall be responsible for the development and review of the budget process, which includes:

- The budget committee must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- The collecting and counting and handling of any cash, checks, or money orders received by the Association must be completed by at least two non-related Association members. Received monies shall be

counted within the same day, recorded and be signed by the authorized Association members. All monies must be counted in school.

- No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the principal.
 - The Association will make every effort to deposit all cash and checks from a fundraising activity within one business day, but in any event, no longer than three business days. No funds shall be kept in a member's home but shall be secured in a locked location in the school premises. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
 - The Treasurer's monthly report will include a Fundraising Activity Report following the completion of each fundraising activity. The report must include the total funds raised and related expenses.
 - Documentation related to every transaction must be maintained at the school for a period of 6 years, including all records reflecting income, expenditures, cancelled checks, deposit receipts, purchase orders, Association minutes related to the expenditure, and any other financial transactions.
- 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 vote of the General Membership.
- 3.4 Plans for all fundraising activities conducted by the Association must be approved by the membership no later than the June membership meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.5 All expenditures of funds by the Association must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes. Whenever possible, Association expenditures shall be paid directly by the Association by checks drawn on the account of the Association. However, when direct payment is not possible or practical (for example when a credit card is required to make payment, or when time is of the essence) a member, with the prior approval of the Executive Board, may be reimbursed for out of pocket expenses. For reimbursement, such member shall submit receipts, invoices, and other documentation for the expense that has been paid to the Treasurer or Co-Treasurers along with a reimbursement form indicating the event or activity to which the expenditure relates. Out-of-pocket expenditures shall not exceed \$1,500 without approval of such expenditure by the Executive Board. Reimbursement must be made by check payable to the member, and not in cash.

- 3.6 The Executive Board is authorized to make emergency expenditures in situations where the Association must extend funds to further its purposes prior to its next scheduled meeting with a two-thirds approval of the Executive Board. Such emergency expenditures shall not exceed \$2,500. These expenditures shall be reported to the General Membership at the next General Membership meeting and the members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of funds.
- 3.7 If funds are raised for a particular purpose they must be allocated solely for the designated purpose. Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 4. Financial Accounting

- 4.1 A written Treasurer's report must be given at every General Membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. Copies of these reports shall be provided to the principal and kept on file on school premises and made available to the General Membership.
- 4.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by General Membership. Copies of these reports shall be provided to the principal.
- 4.3 The Treasurer or Co-Treasurers shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these Bylaws and CR A-660. The Treasurer or Co-Treasurers and additional persons as needed shall be designated and approved by the Executive Board to collect, count, tally and record all orders and payments. All monies received by the Association must be counted and recorded by at least two members, including the Financial Secretary or one of the Co-Financial Secretaries and at least one other officer. The Financial Secretary or one of the Co-Financial Secretaries shall transport all funds to the bank. The Financial Secretary or one of the Co-Financial Secretaries must prepare and supply a written record identifying the source of all monies deposited and give all deposit slips to the Treasurer or Co-Treasurers. All parties involved in these financial transactions shall initial the deposit slips. The Financial Secretary or Co-Financial Secretaries shall make all authorized disbursements and shall make every effort to deposit all cash and checks from a fundraising activity within one business day, but in any event, no longer than three business days, in a responsible banking institution selected by the Association. All records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

- 4.4 All collected monies for next day bank deposit must be secured on school premises. The use of withdrawal slips, ATM cash cards, debit cards, and credit cards are prohibited. The Association's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The Association must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of a majority of the Executive Board and 2 members who are not on the Executive Board and are not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the Association must make every effort to provide members with copies of the documents reviewed.
- 4.5 In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraising proceeds from students.

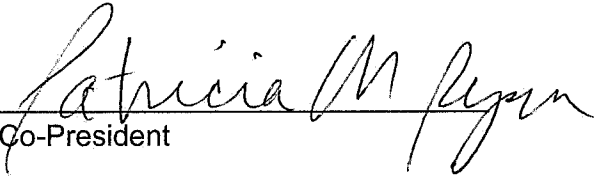
Article IX – Amendments

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


In the event that these Bylaws contain any provision that conflicts with CR A-660, the provision shall be deemed null and void, and the language of CR A-660 shall be deemed controlling. The provision may be amended by motion at any General Membership meeting. The motion may be made by any Association member, must be voted on at the same meeting, and requires approval by two-thirds of the members present. All remaining provisions that are not in conflict with CR A-660 shall remain in full force and effect.

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 April 18, 2018.

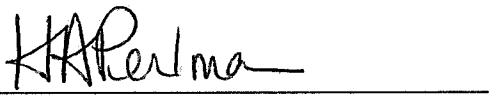
Signed By:



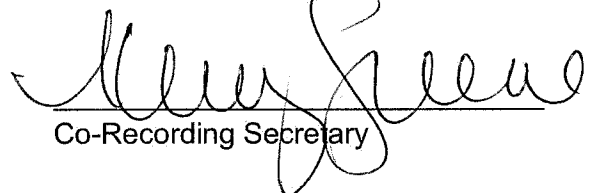
Co-President



Co-President



Co-Recording Secretary



Co-Recording Secretary

April 18 2018
(Month) (Day) (Year)

Filed with the Principal on May 18, 2018
(Month) (Day) (Year)