



BYLAWS OF

P.S. 115Q The James J. Ambrose School

(Insert DBN or Name of School)

Parent-Teacher Associations

Article I – Name

The name of the Association shall be PTA of P.S. 115Q The James J. Ambrose School thereafter referred to as the Association/PS115Q/The Parent Teacher Association of PS115Q /PTA of PS115Q.

Article II – Objectives

A. The objectives of the Association include but are not limited to:

1. Develop parent leadership and build capacity for greater involvement.
2. Foster and encourage parent participation on all levels.
3. Develop a cooperative working relationship between the parents and staff of our school.
4. Provide opportunities and training for parents to participate in school governance and decision-making.
5. Provide support and resources to the school for the benefit and educational growth of the students.

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of **P.S. 115Q** is automatically a member of the Association.
2. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term parent is defined as any person in a parental or custodial relationship to the student, which includes the following.
 - a. Birth parent
 - b. Adoptive parent
 - c. Foster parent
 - d. Stepparent
 - e. Legally appointed guardian
 - f. Person(s) in parental relation¹
4. Membership shall be open to **all teachers and para professionals** currently employed at the school

B. Dues/Donations

1. Each member shall be requested to make a voluntary donation to the Association.
2. Donations are not a requirement for membership voting or running for office. The

¹ The term “person in parental relationship” refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor’s Regulations A-660.

payment of dues is not a condition for participation or membership.

3. Donations in the form of money, services, goods and time are all encouraged and accepted.

C. Voting Privileges

1. Every parent of a student currently enrolled at **P.S. 115Q** shall be entitled to a single vote during any in-person, virtual, and/or hybrid meetings. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor’s Regulation A- 660.²
2. Voting by proxy, absentee ballot or email, is prohibited.
3. Each teacher and para-professionals, staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be: president/co-president, recording secretary/co-recording secretary and treasurer. The election of mandatory officers will constitute a functioning Parent-Teacher Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of child attending **P.S. 115Q**. The eligibility of any member may be limited by the Conflicts of interest restrictions outlined in Chancellor’s Regulation A-660.²
- B. Non-Mandatory Officers of the Association may consist of but are not limited to following: **1st Vice President - Fundraiser, 2nd Vice President - Membership, Corresponding Secretary, Digital Communication Lead and Financial Secretary.**

C. Term and Term Limits

1. The term of office³ shall be no more than 12 months beginning July 1st and ending June 30th.
2. Term limits⁴ for each officer position of the Association shall be **four** consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

D. Duties of Officers

1. **President/co-President:** The duties of the president shall include but are not limited to the following:
 - a. preside at all meetings of the Association.
 - b. is an ex-officio member of all committees except the nominating

² Restrictions based on Conflicts of interest as determined by Chancellor’s Regulations A-660 (Section I.C.3.c)

³ The term of office pertains to the length of time a person is elected to serve as an executive board officer.

⁴ Terms limits refers to the number of consecutive times a person may be elected to serve in a particular executive board position.

- committee;
 - c. appoint association committee chairpersons with the approval of the executive board;
 - d. encourage meaningful participation in all parent and school activities from the PTA, provide opportunities for members’ leadership development and delegate responsibilities to members of the Association as needed;
 - e. provide opportunities for members’ leadership development;
 - f. delegate responsibilities to members of the Association as needed;
 - g. attend all regular meetings of the presidents’ council;
 - h. is a mandatory member of the School Leadership Team⁵;
 - i. attend Community District Education Council (CDEC) and Community Education Council (CEC) meetings and provide reports as deemed appropriate to the general membership and the executive board. If not able to attend must appoint a designee from the Executive Board;
 - j. meet regularly with the executive board members;**
 - k. plan the agendas for the general membership meetings;
 - l. is one of the eligible signatories on checks, and debit card disbursement forms
 - m. may be responsible for DOE issued email account,
 - n. shall work with the executive board, at the start of each term to fill officer vacancies to the best of their abilities by October 31st;
 - o. have all newsletters, flyers and/or notices approved by the principal, prior to distribution;
 - p. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.
- 2. Recording Secretary:** The duties of the recording secretary shall include but are not limited to the following:
- a. record the minutes at all Association meetings;
 - b. prepare notices, agendas, sign-in sheets and materials for distribution;
 - c. prepare and read the minutes at Association meetings;
 - d. distribute copies of the minutes for review and approval by the general membership;
 - e. maintain the custody of the Association’s records on school premises;
 - f. is responsible for maintaining the DOE issued email account;
 - g. may be one of the eligible signatories on a checks and disbursement forms;
 - h. incorporate all amendments into the bylaws, and;
 - i. ensure that signed copies of the bylaws with the latest amendments are on file in the principal’s office,
 - j. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association; and,
 - k. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.

⁵ Co-presidents must determine who will serve on the SLT and who will attend President Council meetings.

3. **Treasurer:** The duties of the treasurer shall include but are not limited to the following:
- a. responsible for all financial affairs and funds of the Association;
 - b. maintain an updated record of all income and expenditures on school premises;
 - c. may be a signatory on checks, and debit card disbursement forms;
 - d. may be responsible for setting up online access to the bank account;
 - e. adhere to and implement all financial procedures established by the Association;
 - f. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - g. prepare the Association’s interim and annual financial reports;
 - h. make available all books and financial records for viewing by members upon request and for audit;
 - i. may have access to the DOE issued email account;
 - j. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.

4. **Non Mandatory Officers⁶:**

- a. **1st Vice President – Fundraiser:** The duties of the 1st Vice President shall include but are not limited to the following:
 - i. assist the President and shall assume the President’s duties in their absence or upon request;
 - ii. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;
 - iii. will prepare and submit to the Principal a PTA fundraising activity report after each fundraiser. This report will be presented and reviewed by the Association;
 - iv. shall work with the executive board and fundraising committees in all association fundraising efforts;
 - v. work with fundraising committees to prepare and distribute fundraising materials;
 - vi. shall help create new fundraising committees, maintain a list of committees’ names with their description and function, and contact information of all committee members;
 - vii. shall work closely with chairpersons of all fundraising committees in setting goals, planning, and executing these events that are consistent with Association and CEP goals;

⁶ Non-mandatory officers may include but are not limited to; Vice-President, Corresponding Secretary, an officer to support your technical needs (Virtual Support Officer) or Parliamentarian. Duties of non-mandatory officers can be found in Robert’s Rules of Order Newly Revised.

- viii. shall attend fundraising events;
- ix. shall assist with the June transfer of association records to the incoming executive board;
- x. shall attend monthly executive board, and association general membership meeting;
- xi. attend applicable training provided by District 26 Family Leadership / FACE;
- xii. is one of the signatories on all check in the absence of the President or Treasurer.

b. 2nd Vice President – Membership: (In the absence of a 2nd VP all duties should be divided between the President and the Executive Board)

The duties of the 2nd Vice President shall include but are not limited to the following:

- a. assist the President / 1st Vice President and shall assume their duties in their absence or upon request;
- b. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board;
- c. shall work with membership to establish and maintain a membership committee while serving as the chairperson;
- d. work closely with the membership committee and parent coordinator to recruit, outreach and foster active parent participation, as well as upkeep of a parent volunteer database;
- e. shall work with the executive board and committees in membership events or initiatives that may involve festival or holiday celebration, orientation, graduation, hospitality, parent engagement, and family and community participation, that are consistent with membership goals;
- f. shall work closely with membership committee to encourage collection of association donations/dues, maintain records of donations, issue dues receipts and coordinate outgoing membership correspondence with recording and corresponding secretaries;
- g. shall work with membership committee in preparing / maintaining newsletters, bulletin board, and/or association website to provide members with updates of association information and events;
- h. shall work with membership committee in collecting input from parents regarding their opinions, interests, ideas and comments via survey, comments box, or other communication channels;
- i. shall work with the executive board and membership committee in preparing annual goals, budget and a calendar of membership events

or activities by the September General PTA meeting.

- j. the 2nd Vice President and membership committee shall meet as needed for status update, and provide reports as needed for executive board meeting and Association membership meeting;
- k. shall attend membership events;
- l. attend applicable training provided by District 26 Family Leadership / FACE.

- c. **Corresponding Secretary:** (If there is no Corresponding Secretary these duties will be assigned to the Recording Secretary).

The duties of the Corresponding Secretary shall include but are not limited to the following:

- i. assist the Recording Secretary and shall assume the Recording Secretary duties in their absence or upon request;
- ii. will be responsible for reviewing, maintaining and responding and distributing to the Association accordingly to all correspondence addressed to the Association ; (email, voicemail, PTA mailbox, website correspondence);
- iii. as needed assist executive board in writing correspondence such as thank-you notes, flyers etc. Good for a working parent, (not very time consuming). Will also be on standby if the Recording Secretary is not available for meetings;
- iv. will help maintain organization of association records, and an inventory of Association properties;
- v. shall attend executive board, and Association general membership meeting;
- vi. shall assist with the June transfer of Association records to the incoming executive board;
- vii. attend applicable training provided by District 26 Family Leadership / FACE.

- d. **Digital Communication Lead:** (If there is no Digital Communication Lead these duties will be assigned to the Recording Secretary).

The duties of the Digital Communication Lead shall include but are not limited to the following:

- i. Communicating events on the association’s social media platforms
- ii. Updating information on the association’s website
- iii. Emailing communications to the membership
- iv. Responsible for reviewing and responding to the association’s emails
- v. Assisting in setting up virtual platform for general membership meetings and screen sharing during such meeting using the associations DOE account

- vi. shall assist with the June transfer of association records to the incoming Executive Board;
 - vii. shall attend Executive Board, and association general membership meeting;
 - viii. attend applicable training provided by District 26 Family Leadership.
- e. Financial Secretary:** (If there is no Financial Secretary these duties will be assigned to the Treasurer).
- The duties of the Financial Secretary shall include but are not limited to the following:
- ix. as designated by the Treasurer / President, deposit all monies received by the school PTA;
 - x. give a receipt for all monies received for the association (including dues) and remit at once to the Treasurer or deposit immediately in a bank approved by the executive board;
 - xi. give a copy of the deposit slip to the Treasurer;
 - xii. keep an accurate record of all receipts and payment authorizations for the Treasurer’s financial records;
 - xiii. prepare all payment authorizations as approved by the executive board or the association;
 - xiv. prepare and distribute as needed a Financial Secretary’s Report at Association and executive board meetings and at other times when requested by the Association. The report must include an accurate record of all receipts, deposits and authorizations for payment;
 - xv. report all funds deposited to the treasurer. These totals shall be included in the Annual Financial Report to the Association;
 - xvi. perform such other duties as may be delegated to the financial secretary by the Executive Board;
 - xvii. shall assist with the June transfer of association records to the incoming Executive Board;
 - xviii. shall attend Executive Board, and association general membership meeting;
 - xix. attend applicable training provided by District 26 Family Leadership.

E. Election of Officers

1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.
2. Employees of **P.S. 115Q** may not serve as members of the executive board, even if they have a child enrolled in the school.
3. The election of officers must be conducted at an in-person meeting or using a

virtual remote platform. Conducting elections in a hybrid meeting format is prohibited.

4. Formation of the Nominating Committee

A nominating committee must be established during the **March** monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom plan to run for office.

5. Responsibilities of the Nominating Committee

The nominating committee shall solicit nominations for candidates from the general membership. Individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents in the school whenever possible.⁷ The nominating committee will also be responsible for conducting the election meeting.

Duties of the nominating committee may include, but are not limited to the following:

- a. canvassing the membership for eligible candidates;
- b. preparing and distributing all notices of any meeting pertaining to the election process;
- c. preparing election materials;
 - In-person elections: ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election
 - Virtual elections: anonymous polls, attendance sheets and all other materials pertaining to the election
- d. verifying the eligibility of all interested candidates prior to the election;
- e. scheduling the election at a time that ensures maximum participation;
- f. ensuring that only eligible members are able to vote;
- g. ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

6. Notices

The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date and meeting format (in-person and virtual) shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates

⁷ Translated templates, for all election materials, can be found in all 9 languages on the DOE [PA/PTA Resources Page](#).

in alphabetical order by surname under the office for which they are nominated.

7. Contested Elections⁸ and the Use of Ballots/Anonymous Polls

a. In-person Elections:

- Written ballots are required for all contested offices.
- Candidates must be listed in alphabetical order by last name for each office.
- Candidates running for co-offices must be listed together and voted for as a team.
- When possible, ballots should contain instructions in all languages spoken by parents in the school.
- Ballots must remain in the meeting room until the election meeting has been adjourned.
- Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- Ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

b. Virtual Elections

- Anonymous polls are necessary for all contested offices.
- Candidates must be listed in alphabetical order by last name for each office.
- Candidates running for co-offices must be listed together and voted for as a team.
- When possible, polls should contain instructions in all languages spoken by parents in the school.
- Polls will be launched and results will be displayed and announced to the membership immediately following the conclusion of voting for each office.
- A printed record of poll results must be maintained among the Association's records for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

8. Uncontested Elections

Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

9. Officer Vacancies

Officer vacancies must be filled either by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all

⁸ When two or more candidates run for the same office it is a contested election. Ballots/anonymous polls must be used for voting.

Association records.

- a. When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher ranking office.
- c. The ranking of officers for succession purposes shall be:
 - i. President,
 - ii. 1st Vice President,
 - iii. 2nd Vice President,
 - iv. Recording Secretary,
 - v. Treasurer,
 - vi. Corresponding Secretary,
 - vii. Financial Secretary.

10. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws.

If quorum (see Section I.J.5.) is not met at the election meeting, a second election meeting must be scheduled, and a written Notice of Election Meeting must be sent to all parents at least 5 calendar days prior to the election.

F. School Leadership Team Parent Member Elections

1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.
 - a. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin.
 - b. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.
 - c. If more than one seat is available, a seat may be held vacant for an incoming parent to be elected by the October general membership meeting.
2. School Leadership Team Parent Member Representative duties:
 - a. shall attend monthly SLT meetings.
 - b. shall keep abreast of issues addressed by parents and students, and represent their best interests in SLT discussions and actions.
 - c. shall collaboratively work with SLT parent members in reporting CEP and SLT matters at the monthly Association meetings.

G. Disciplinary Action

1. Grounds for Removal from Office

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. Officer Removal

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.⁹

- a. Removal Process
 - i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
 - ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
 - iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee’s written recommendation has been completed.
 - iv. The meeting notice must include the vote on removal.
 - v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent’s office.

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here [insert all executive board officers here]. Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly at least one week prior to the General Membership Meeting, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous day. The executive board must determine its capacity to host meetings using a particular meeting format (in-person,

⁹ Officer removal is a serious matter for any association. Special care must be taken not to violate the rights of any party before any action or vote is taken.

virtual and hybrid). Meetings will be conducted using the following method(s) agreed upon by the board.

C. Voting

Each member of the executive board shall be entitled to one vote.

D. Quorum

3 members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords bank card and DOE issued email account and all parent contact information are transferred to the newly elected executive board members. The transfer of records must be conducted in the presence of the principal, the next practicable day after the election.

At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the President’s Council during the process.

Article VI – General Membership Meetings

A. General Membership Meetings

1. At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meetings.
2. General membership meetings of the Association shall be held monthly, September through June, on the 4th Wednesday of the month, except for the September meeting. September meeting time and date will coincide with PS115Q “Back to School Night”. October meeting will be the 4th Wednesday of the month at 6pm. November, December, January, February meetings will be the 4th Wednesday of the month at 9:15am. Meetings for March, April, May, and June will be the 4th Wednesday of the month at 6pm. These days are fixed unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the previous Wednesday if available or the next best available date, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.
 - a. All in-person and hybrid general membership meetings must be held in the Association’s home school.
 - b. Virtual and hybrid meetings must be held on a virtual remote platform that provides access and participation for all members, including but not limited to a dial in option.
 - c. Committee meetings may be held at locations convenient to the members,

but may not be held in private homes.

- d. All eligible members may attend and participate in general membership meetings.
- e. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

The order of business at meetings of the Association, unless changed by the executive board, shall be:

- a. Call to Order
- b. Reading and Approval of Minutes
- c. President’s Report
- d. Treasurer’s Report
- e. Principal’s Report
- f. School Leadership Team Report
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Adjournment

C. Quorum

1. In-Person and Virtual Meetings

Quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Association business and in-person or virtual general membership meeting.¹⁰

2. Hybrid Meetings

Quorum of at least one of the executive board member present at the in-person location and at least one executive board member on the virtual platform shall be required in order to conduct official Association business at a hybrid general membership meeting.

D. Minutes

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

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. **This does not apply to election meetings.**

¹⁰ In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660.

Upon receipt of a written request from 10 Association members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

F. 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

A. Standing Committees

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:
 - a. encourage parent participation through recruitment and outreach;
 - b. coordinate outreach efforts with the Parent Coordinator when possible;
 - c. maintain current list of the Association's membership and website maintenance;
 - d. Implement a hospitality team for all pre and post PTA meetings / and special PTA sponsored non fundraising events to fulfill hosting duties. These can include: meet and greet, set up / clean up, laying out refreshments as needed.
2. **Fundraiser:** The responsibilities of the fundraiser committee shall include but are not limited to:
 - a. planning events, encourage parent participation through recruitment and outreach and foster community fundraising opportunities (supermarkets, restaurants and other business' etc.);
 - b. coordinate outreach efforts with the Parent Coordinator when possible;
 - c. maintain current list of the Association's membership.
3. **Budget:** The responsibilities of the budget committee shall include but are not limited to:
 - a. review prior year's budget and make recommendations to executive board;
 - b. draft a proposed budget each spring for approval by general membership.
4. **Audit:** The responsibilities of the audit committee shall include but not are limited to:
 - a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
 - b. Review as needed all financial records;
 - c. Prepare written reports of its findings.
5. **Ad Hoc:** To accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that 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

A. Fiscal Year

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

B. Signatories

The president, treasurer, and 1st Vice President shall be authorized to sign checks. In the absence of a 1st Vice President then the Recording Secretary shall have signatory rights. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

C. Budget

1. Budget Process

The executive board shall be responsible for the development and/or review of the budget process, which includes:

- a. 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.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- d. The executive board must present the budget process for membership approval no later than the October meeting.

2. Budget Amendments

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

3. Expenditures

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

4. Emergency Expenditures

- a. The executive board is authorized to make an emergency expenditure not to exceed \$200 with a two-thirds approval of the executive board.
- b. Emergency expenditures are appropriate for the following purposes: **Emergency replenishing of PTA office supplies and or event specific items.** These expenditures shall be reported to the general membership at the next Association meeting and included in the monthly treasurer's report. Members will have the opportunity to vote on whether the emergency expenditure was an appropriate use of funds.
- c. The minutes of the meeting must reflect the vote taken by the Association

to accept this action.

D. Management and Handling of Funds and Records

1. The checkbook and debit card will be secured in a locked location on school premises.
2. Under no circumstances may funds be withdrawn from the checking account.
 - a. No checks may be written payable to “cash” or “petty cash.”
 - b. The debit card must not be used to withdraw cash.
 - c. No cash refunds or cash back options may be received from ensuing transactions.
3. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association’s financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
4. The principal’s written consent is required when a fundraising activity is held during school hours or on school property. All funds should be deposited into the bank account by an authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member’s place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
5. Documentation related to every transaction must be maintained at the school for six years. (e.g., cancelled checks, deposit receipts, purchase orders, debit card disbursement forms, online banking disbursement forms, Association minutes related to the financial transactions, etc.)

E. Online Banking

While writing a paper check is the preferred method of payment, the Association may make payments through their bank’s online payment system under the following conditions:

1. The checking account must be linked to the Association’s DOE issued email address. (Contact your Parent Coordinator, School Administrator or Family Leadership Coordinator if you do not have access to your DOE email address.)
2. To identify any suspicious activity, the Association’s automatic email notifications triggered by online banking account activity, should be set to the lowest possible threshold. The executive board will determine which officers have access to the Association’s email account.
3. Under no circumstances may a personal email address or phone number be linked to an account. Nor may a personal bank account be linked to the Association’s account.

4. All online transactions must have prior authorization of the Executive Board and must be reported at the next general membership meeting. This authorization is separate from and in addition to the general membership approval of the expenditure as a budget line item.
5. Because online banking transactions do not include the dual signatory fraud-control mechanism of paper checks, the Association will establish a protocol to safeguard funds and transparency. The Association will adhere to the following protocols when making online payments:
 - a. An Online Payment Disbursement Form must be issued by the Executive Board prior to an online payment transaction.
 - b. The Online Payment Disbursement Form must be signed by 2 account signatories, attached to all related invoices/receipts/documents and filed with the financial records.
 - c. The Online Payment Disbursement Form will include but is not limited to:
 - i. Date of expenditure
 - ii. Vendor name
 - iii. Amount of expenditure
 - iv. Description of expenditure
 - v. Name of officers who made the purchase
 - vi. Date reported to membership
6. All related information, including username and passwords/PINs, will be stored with the Association's financial records and included in the June transfer of records.

F. ATM/Debit Cards

While writing a paper check is the preferred method of payment. The Association may possess and use a debit card issued by the banking institution connected to its primary checking account under the following conditions:

1. Securing the Association's ATM/Debit Card

- a. ONE debit card, issued in the name of the Association and one of the signatories, may be used. All other cards issued by the bank must be destroyed. A record must be kept of all debit cards received, the date they were destroyed; it must be signed by all signatories.
- b. The debit card shall be linked to the Association's accounts only. Under no circumstances may the debit card be linked to a personal account.
- c. The debit card will be secured in a locked location on school premises.
- d. All related passwords/PINs will be stored with the Association's financial records and included in the June transfer of records.
- e. If the debit card bears the name of a signatory, in addition to the name of the Association, it must be destroyed at the end of that officer's term.

2. ATM/Debit Card Transactions and Transparency

- a. To safeguard transparency, the association will adhere to the following protocols when making payments using the debit card:
 - i. A Debit Card Disbursement Form must be completed for all transactions

- ii. The Debit Card Disbursement Form must be signed by 2 account signatories, attached to all related invoices/receipts/documents and filed with the financial records.
- iii. The Debit Card Disbursement Form will include but is not limited to:
 - Date of expenditure
 - Vendor name
 - Amount of expenditure
 - Description of expenditure
 - Name of officer who made the purchase
 - Date of membership approval
- b. The debit card may be used only for the following approved transactions:
 - i. To purchase items from online vendors
 - ii. To purchase items from vendors who do not accept checks
- c. The debit card may NOT be used for the following reasons:
 - i. Cash withdrawals from an ATM
 - ii. Cash refunds or cash back from transactions
 - iii. Third party mobile applications (i.e., mobile phone wallets)
 - iv. Direct donations
 - v. Member reimbursements
- d. All debit card transactions must receive authorization of the general membership. This authorization is separate from and in addition to the approval of the expenditure as a budget line item.
- e. For any debit card expenditure in excess of \$5000, the Association must secure the signatures of the principal and a FACE representative on the Debit Card Disbursement Form.
- f. The debit card should not be used to deposit funds. All funds should be deposited with the bank teller during regular banking hours.

H. Third Party Cash Applications

The Association may establish accounts with third-party cash applications under the following conditions:

1. The third-party cash application account must be created using the DOE issued email address and must be connected directly to the Association's bank account using the Association's bank account number or debit card.
2. The third-party cash application may be used for receiving funds only.
3. Under no circumstances may the third-party cash application be used
 - a. To make payments.
 - b. To acquire debit cards generated by a third party application.
 - c. To establish mobile wallets or any payment application installed on a member's phone or mobile device.
4. All related passwords/PINs will be stored with the Association's financial records and included in the June transfer of records.

I. Financial Accounting

1. Financial Reporting

The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA 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.

2. Record Keeping

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 fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank.

Deposit slips shall identify the source of all deposited funds. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured on school premises.

J. Misuse of Funds

Allegations of financial wrongdoing may result in a legal investigation. Misappropriation of funds and the misuse of an ATM/Bank Card may be punishable by law. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

K. Audit

1. Formation of Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on an association’s checking account may serve on the audit committee. The majority of the committee shall be comprised of general members.

2. Responsibilities of Audit Committee

- a. 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.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Article IX - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to

be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any 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 vote of the membership is required for approval.

Signature Page

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 _____.

Signed By:

Print Name:

President

President

Recording Secretary

Recording Secretary

Date:

Date:

Date filed with Principal (Month) (Day) (Year)