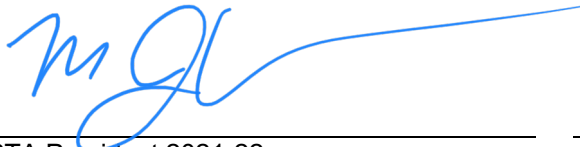


BYLAWS OF PARENT TEACHER ASSOCIATION OF PS 199, INC.

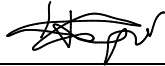
AMENDED AND RESTATED BY THE MEMBERSHIP ON May, 11, 2022
EFFECTIVE BY May, 11, 2022



PTA President 2021-22
Mark Gonsalves



Date



Recording Secretary 2021-22
Judy Slater

5 13 2022

Date

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Article I – Name

The name of the corporation shall be Parent Teacher Association of PS 199, Inc. (the “Association”). The principal place of business of the Association shall be located at 270 West 70th Street, New York, NY 10023 or such other location within the State of New York as determined by the Executive Board (the “Board”) from time to time.

Article II – Objectives

The objectives of the Association are to (i) provide support and resources to the Jesse Isidor Straus Public School 199 (“PS 199”) for the benefit and educational growth of the children, including, but not limited to, enrichment programs, wellness programs, student field trips, and staff and professional development programs, (ii) develop a cooperative working relationship between the parents and staff of PS 199, and (iii) foster and encourage parent participation at PS 199.

Article III – Membership

Section 1 – Eligibility

Parents of students currently on the register and attending PS 199 and teachers at PS 199 (other than supervisory staff) are automatically members of the Association. Parents include (i) parents by birth or adoption, (ii) step-parents, (iii) legally appointed guardians, (iv) foster parents, (v) any person in a custodial relationship with a student and (vi) persons in “parental relation”, as determined in accordance with the New York City Department of Education (“DOE”) Chancellor’s Regulation A-660 (“CR A-660”), to a child currently on the register and attending PS 199. Parents of a child who is attending PS 199 full time while on the register of a citywide program are eligible to be members of the PTA of PS 199 in accordance with CR A-660.

Section 2 – Dues/Donations

No dues or donations are required for membership, voting or candidacy.

Section 3 – Voting Privileges

Each person that is a member of the Association in accordance with Article III, Section 1 above shall be entitled to one vote. Voting by proxy, absentee ballot, email or conference call is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in CR A-660. The election of officers must be conducted at an in-person meeting or using a virtual remote platform (VRP). Elections at a hybrid meeting are prohibited.

Section 4 – Notices

All references to written notice contained in these Bylaws shall be deemed to include any notice sent by first class US mail, hand delivered, email, Konstella or other electronic communication service utilized by PS 199 or in PS 199 “kidmail” folders.

Article IV – Officers and Parents-at-Large

Section 1 – Titles; Qualifications

The officers of the Association shall be: (i) President or Co-Presidents, (ii) up to three (3) Vice Presidents, (iii) up to two (2) Corresponding Secretaries, (iv) a Recording Secretary, (v) up to two (2) Treasurers, (vi) an Assistant Treasurer, (vii) up to two (2) Fundraising Officers, (viii) up to two (2) Corresponding Secretaries and (ix) up to (9) Parents-at-Large (“PALs”) in accordance with the provisions below. The Association must elect the following and may operate solely with the following mandatory officers: a President, a Recording Secretary and a Treasurer (the “Mandatory Officers”). The Mandatory Officers must be elected in order for the Association to be a functioning PTA. There shall be no qualifications for any office other than to be a parent of a child attending PS 199.

Section 2 – Term of Office

The term of office for officers shall be from July 1st through June 30th; with the term of all PALs elected in the Fall to start 11 days after the election in the Fall through June 30th. The right of a member to run for office may be limited the Conflicts of Interest restrictions outlined in CR A-660.

Term limits for each officer position for the Association shall be two (2) consecutive one (1) year terms. The candidate who has served the maximum number of terms may be elected to serve an additional term provided (a) no other interested candidate is nominated and is willing to serve or (b) another candidate is willing to serve only as an officer with the candidate who has reached his/her term limit, and no other candidate is nominated and willing to serve in the position either alone or with a new officer.

Section 3 – Duties of Officers

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 delegate responsibilities to other Association members and shall encourage meaningful participation in all parent and school activities.

The President or one of the Co-Presidents shall attend all regular meetings of the Presidents’ Council and shall be a mandatory member of the School Leadership Team (“SLT”). If the President or one of the Co-Presidents are unable to serve on the Presidents’ Council and/or the SLT, he/she may nominate a designee for such position. The President, one of the Co-Presidents, or the designee is responsible for communicating to the membership information discussed at SLT meetings.

The President or Co-Presidents shall (i) meet regularly with the Executive Board members in accordance with these Bylaws to plan the agenda for the general membership meetings, (ii) be one of the eligible signatories on checks, (iii) attend FACE professional development seminars relating to Association leadership when possible and (iv) assist with the June transfer of the Association records to the incoming Executive Board.

If a disagreement arises between Co-Presidents, the Co-Presidents shall present their disagreements to the Executive Board, which shall decide the matter in dispute by majority vote of the remaining Executive Board members.

Vice President(s)

The Vice President(s) shall act as assistants to the President or Co-Presidents and, subject to Section IV of this Article below, shall assume the President or Co-Presidents' duties in his/her/their absence/incapacitation or at the President's or Co-Presidents' reasonable request. In the absence/incapacitation of the President or both Co-Presidents, one Vice President may countersign checks with the Treasurer or Assistant Treasurer as the case may be. The Vice President(s) shall assist with the June transfer of the PTA records to the incoming Executive Board.

Recording Secretary

The Recording Secretary shall maintain the official record (minutes) of the proceedings and actions of all Association meetings. The Recording Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Recording Secretary shall prepare the minutes of each Association general meeting and shall distribute copies of the minutes prior to the next scheduled meeting for review and approval by the general membership. The Recording Secretary shall maintain custody of the Association's records on school premises. In the absence of a Bylaws Committee, the Recording Secretary shall incorporate all amendments into the Bylaws and shall ensure that signed copies of the Bylaws with the latest amendments are on file in the Principal's office. The Recording Secretary shall assist with the June transfer of all the Association records to the incoming Executive Board.

Corresponding Secretary(ies)

The Corresponding Secretary(ies) shall be responsible for creating and maintaining regular communications to the Membership on behalf of the Association. The Corresponding Secretary (ies) shall maintain an official file of such correspondence and shall provide a copy of such correspondence to the President or Co-Presidents. When requested, the Corresponding Secretary (ies) shall make such correspondence available to the Principal and the President or Co-Presidents for their review prior to transmittal. Upon request, the Corresponding Secretary (ies) shall read any such correspondence at any meeting. The Corresponding Secretary (ies) shall assist with the June transfer of all the Association records to the incoming Executive Board.

Treasurer(s)

The Treasurer(s) shall be responsible for all financial affairs and funds of the Association, including, but not limited to, managing the budget process and serving as the Board liaison with the audit process. The Treasurer(s) shall also be responsible for maintaining on school premises, an updated record of all income and expenditures and, except as otherwise provided herein, shall be one of the signatories on checks.

The Treasurer(s) shall adhere to and implement all financial procedures established by the Association. The Treasurer(s) shall be prepared to present and provide copies of updated financial reports at all Association meetings. The Treasurer(s) shall also prepare and provide copies of the interim and annual financial reports. The Treasurer shall make available all books or financial records for viewing by Association members upon request and for audit. The Treasurer(s) shall attend FACE professional development seminars relating to financial affairs when possible. The Treasurer(s) shall assist with the June transfer of all the Association records to the incoming Executive Board.

Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer(s) in his/her duties. The Assistant Treasurer may be one of the signatories on checks in lieu of the Treasurer(s).

Fundraising Officer(s)

The Fundraising Officer(s) shall be responsible for developing new fundraising ideas and strategies and for implementing the fundraising plan. This shall include coordinating fundraising events and communication between all the Association fundraising committees. The Fundraising Officer(s) shall prepare a fundraising calendar as well as fundraising updates for all regular Executive Board meetings and Association general membership meetings. All fundraising expenditures must be approved by the Executive Board and general membership as delineated in Article VIII, Section III of these Bylaws. The Fundraising Officer(s) shall also be responsible for chairing the school's annual Family Giving drive.

Parents-at-Large

Up to nine (9) members shall hold the position of PALs. The PALs shall represent the parent members of the Association at all general meetings of the Association and meetings of the Executive Board. PALs shall assist in all Executive Board functions, fundraising projects, and committee functions, shall serve on at least one committee, and shall serve as communication liaisons between Class Parents and the Executive Board.

Section 4 – Election of Officers and Parents-at-Large; Vacancies

Mandatory Officers shall be elected sometime between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1st. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. All non-Mandatory Offices can be elected in the same time frame, or the election of one or more non-Mandatory Offices may be held in the Fall. The Principal must be notified in writing of the date of the election by April 1st.

Up to four (4) PALs shall be elected at the same time the Mandatory Officers are elected for the upcoming school year, for a one-year term beginning July 1st. The remaining PALs shall be elected between the first Wednesday in September and the third Friday in October for a term beginning 11 days after the election and concluding on June 30th. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe.

Employees of the school, including parent coordinators and employees who have a child currently registered at PS 199, may not serve as Association officers other than individuals who have a child currently registered at PS 199 and whose employment at the school is paid for by non-DOE funding source for a program that is not part of the regular school day.

The election portion of the meeting shall start within 30 minutes of the start of the meeting.

Nominating Committee

A nominating committee must be established sometime between the September and March general membership meetings. The nominating committee shall consist of three (3) to five (5) members of the Association. The majority of the committee members must come from the general membership. 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 PS 199 shall be eligible to serve on the nominating committee.

No person who is running for the Executive Board may serve as a member of the nominating committee unless he/she resigns from the nominating committee in advance of running for the Executive Board. The nominating committee shall solicit candidates from the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. Individuals may also submit

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

The nominating committee will also be responsible for conducting the election meeting. This includes the following:

- Canvassing the Association membership for eligible candidates;
- Preparing and distributing all notices of any meeting pertaining to the nomination and election process in accordance with these Bylaws and CR A-660. Notices should be translated into languages spoken by parents in the school whenever possible;
- Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- Verifying the eligibility of all interested candidates prior to the election;
- Ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the May meeting for officers and during the October meeting for PALs;
- Scheduling the elections at a time that ensures maximum participation;
- 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; and
- Notifying the principal of the date of the election in writing by April 1st.

If a nominating committee cannot be formed, the Association must proceed with an expedited election in accordance with these Bylaws and CR A-660.

Candidate Statements

Candidates are encouraged address the membership prior to an election meeting by either presenting a written statement, which can be read at the election meeting, or addressing the general membership of the Association at the election meeting.

Notices

The meeting notice and agenda for general membership election meetings 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 shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

Contested Elections and Use of Ballots

Written ballots or virtual ballots shall be used in all contested elections.

Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of Co-Presidents must be listed as a team.

Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school whenever possible.

Ballots shall be distributed once voter eligibility has been established.

Ballots must remain in the meeting room or virtual room until the election has been adjourned and shall be counted immediately following the election and in the presence of the Association members.

When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among those candidates only.

Ballots shall be retained on the school premises for one (1) year by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If the chairperson will no longer be an eligible member after June 30th, the ballots shall be turned over to the incoming Recording Secretary.

All election results shall be certified in accordance with CR A-660, including obtaining an executed Election Certification Form and keeping such form on file in the Principal's office.

Uncontested Elections:

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

Officer Vacancies:

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 Association records. All officer vacancies must be filled by succession of the next highest-ranking officer. With respect to the Mandatory Officers, in the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. With respect to non-Mandatory Officers, in the event that an office cannot be filled through succession, an expedited election may, but is not required to, be held to fill the vacancy. When a co-officer resigns, the remaining officer shall decide whether he/she wishes to have a co-officer. An expedited election shall be held if appropriate.

The ranking of officers for succession purposes shall be:

- President or Co-Presidents
- Vice President(s)
- Recording Secretary
- Treasurer(s)
- Corresponding Secretary(ies)
- Assistant Treasurer
- Fundraising Officer(s)

If there is more than one Vice President or Fundraising Officer when determining the succession to an officer position by a Vice President or a Fundraising Officer, such succession as between the Vice Presidents or Fundraising Officers, as applicable, shall be determined by a majority vote of the remaining Executive Board.

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

indicating the date, time and meeting format (in-person or VRP) 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. Elections in a hybrid meeting are prohibited.

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.

Section 5 – June Transfer of Records

The outgoing PTA Executive Board shall arrange for the orderly transfer of records in accordance with Article I, Section J of CR A-660.

Section 6 – Disciplinary Action

In the event that any Association Member violates laws, policies, rules, and regulations or threatens the rights of students, parents, and staff, he/she may be subject to disciplinary action. Such conduct may include, but is not limited to, (i) criminal wrongdoing or misconduct, (ii) financial discrepancies or wrongdoing, (iii) threat or risk to others, and (iv) conflict of interest as defined in Article VI of the Regulation of the Chancellor A-660.

Additionally, any Executive Board officer may be deemed negligent in their duties and responsibilities in the event that he/she (i) fails to attend three (3) consecutive Executive Board or general membership meetings, (ii) unsatisfactorily, or otherwise fails, to perform his or her duties.

In the event that an Executive Board member is deemed negligent as defined herein, the Executive Board member may be removed by recommendation of a majority of the Executive Board or a motion from a general member and two-thirds (2/3) vote of the Association membership present. The Executive Board member 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 or general membership's consideration, as applicable.

Executive Board members may also be removed for violations described in this Section in accordance with the procedure outlined below:

- An Association member may make a motion at a General Membership meeting to begin the process of removing an Executive Board member for any violation listed in this section.
- If the motion is approved by two-thirds (2/3) of the Association members present, the Association must select a Review Committee by majority vote. Executive Board members may not serve on the review committee.
- The Review Committee will gather relevant information and present its findings to the general membership to allow the member to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 school days of the date the original motion was presented. The Association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an Executive Board member.

- The result of the motion must be submitted in writing to the Principal, which the Principal must forward to the appropriate superintendent and the Chief Family Engagement Officer.

Article V – Executive Board

Section 1 – Power and Number

The Executive Board shall have the general power to control and manage the affairs and property of the Corporation in accordance with the Certificate of Incorporation, these Bylaws and CR A-660. The Executive Board shall consist of at least three (3) members and may be increased or decreased by a vote of the Association, but no decrease shall shorten the term of any current Executive Board member.

Section 2 – Composition

The Executive Board shall be composed of the elected officers of the Association as set forth in these Bylaws. Employees of PS 199 shall be ineligible to serve as an elected officer of the Association other than individuals who have a child currently registered at PS 199 and whose employment at the school is paid for by non-DOE funding source for a program that is not part of the regular school day. Officers shall be expected to attend all Executive Board meetings.

Section 3 – Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. The full calendar of Executive Board meetings must be finalized and communicated to the Association no later than the first Monday in October each school year. Typically, these meetings are held at least one week prior to the general membership meeting. The initial schedule of the Executive Board meetings for the current school year shall be posted on the Association's official website or electronic communication service such as Konstella and may be modified by the Recording Secretary providing ten (10) days prior notice to the Association.

All Executive Board meetings must be held at the Association's principal place of business unless such place is not on the school premises in which event it shall be held on the school premises. Under no circumstances are Executive Board meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

Section 4 – Voting

Unless otherwise required by law, regulation or elsewhere explicitly provided in these Bylaws, the vote of a majority of the Executive Board members present and eligible to vote at the time of the vote (provided a quorum is present) shall be the act of the Board. Each member of the Executive Board shall be entitled to one vote. An action of the Executive Board may be rescinded at a general membership meeting by a majority vote of those present and eligible to vote, provided that a quorum is present at such meeting.

Section 5 – Quorum

A minimum of five (5) members of the Executive Board or two PALS plus three (3) of the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Section 6 – General Membership Participation

General members of the Association may attend Executive Board Meetings but may only participate in any discussion if (i) they are recognized by the President or a Vice President and (ii) their inquiry, comment or discussion is related to the topic on the Agenda then being discussed.

Article VI – General Membership Meetings

Section 1 – General

Typically, the monthly general membership meetings of the Association shall be held after the SLT and Executive board meetings have been held that month, from September through June, either after dropoff or after school is over unless such day falls on a legal or religious holiday in which case the meeting shall be held the following or previous week as determined by the Executive Board. Written notice of each general membership meeting, and format (in-person, virtual or hybrid), shall be distributed in languages spoken by parents at the school whenever possible, and notice must be sent at least ten (10) days prior to the scheduled meeting.

All general membership meetings must be held at the Association's principal place of business unless such place is not on the school premises in which event it shall be held on the school premises. Under no circumstances are Association general membership meetings, including committee meetings, to be held in private residences or commercial venues (e.g. restaurants and private clubs).

All eligible members of the Association may attend and participate during general membership meetings and may speak to agenda items in accordance with the terms of these Bylaws. Observers or non-members of the Association are also permitted to attend but may only speak and otherwise participate if acknowledged by the meeting chair.

Meetings shall be chaired by the President or Co-President(s), or in their absence any Vice President.

Section 2 – Order of Business

The order of business at meetings of the Association shall be determined by the Executive Board and may include the following:

- Call to Order
- Reading and Approval of prior Meeting's minutes
- President's Report
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 – Quorum

The quorum for a general membership meeting must consist of representation by at least ten (10) PTA members (a minimum of four (4) Executive Board members and six (6) parent members). A quorum shall be required in order to conduct official Association business.

Section 4 – Minutes

Minutes of the previous meeting should be available to the parent body one (1) week prior to the next scheduled general membership meeting, if reasonably possible. The general membership minutes should also be available in written form at every general membership Association meeting. The minutes of any general membership Association meeting must be made available upon reasonable request to any member.

Section 5 – Special Membership Meetings

A special membership meeting may be called to address a 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 48 hours written notice to the general membership. The notice must state the topic of the meeting.

Upon receipt of a written request from five (5) Association members, the President or Co-Presidents must call a special membership meeting within five (5) business days of the request and provide 48 hours written notice to the general membership.

Section 6 – Parliamentary Authority

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

Article VII – Committees

Section 1 – Standing Committees

The President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Chairpersons of the standing committees may vote on Executive Board issues. The standing committees of the Association are the following:

Budget

The budget committee shall be responsible for drafting a proposed budget, preparing a written review of the prior year's budget, and presenting the budget process. Both the proposed budget and review of prior year's budget must be presented for vote at the June membership meeting. If appointed, the Treasurer or Assistant Treasurer may serve as the Budget Committee chair.

Audit

The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted. The Treasurer shall make all books and records available for audit. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Section 2 – Ad Hoc Committees

Ad hoc committees shall be established by Executive Board approval. Any such committees must have at least one (1) chairperson for the duration of the school year. The chairperson is responsible for (i) recruiting committee volunteers, (ii) presenting a plan for any events, fundraising or otherwise, that includes fundraising objectives and expenditures, (iii) communicating committee updates to the Executive Board at monthly Executive Board meetings, and (iv) and working with Co-Corresponding Secretary (ies) on communication to the general membership regarding the ad hoc committee's event(s) and work. All committee chairs are recommended to attend all Executive Board meetings.

Prospective Ad Hoc Committees

The ad hoc committees of the PTA may include, but are not limited to, the following:

- Auction
- Book Fair
- 5th Grade
- Community Cares
- Diversity
- Events (multiple committees to lead annual events)
- Fitness & Wellness
- Garden
- Grants
- Afterschool
- School Store
- STEAM
- Welcoming
- Community Affairs
- Outdoor
- Audit

Article VIII – Financial Affairs

Section 1 – Fiscal Year

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

Section 2 – Signatories

The president or co-president, treasurer, and a vice president shall be authorized to sign checks. 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.

Section 3 – Budget

Process and Review

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

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.
- 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.

The executive board must present the budget process for membership approval no later than the October meeting.

Handling Funds

The Executive Board and any members that collect funds on behalf of the PTA (cash, checks, or money orders) are responsible for the proper handling of these funds:

- 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.
- 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 member within 1 business day of receipt,. If the deposit will not be made within this timeframe, 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 the Treasurer or an alternate Executive Board Member..
- Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

Banking

- To set up online banking, you must use your **DOE issued email** to open and link bank accounts. (Do not link your personal bank account to the PA/PTA or President's Council bank account) If you need access to the DOE issued email, please contact your Parent Coordinator, School Administrator or Family Leadership Coordinator.
- PTAs that have established online access to checking accounts are able to make payments through their bank's online bill payment system.
- All transactions must receive prior authorization to make a payment through their bank's online bill payment system from two designated signatories. This authorization is separate from and in addition to the approval of the expenditure.
- A Disbursement Form, invoice or similar support must be included for all transactions; disbursements must be signed by 2 account signatories and filed with the PTA's financial records. A disbursement remittance support should include but not limited to; date, payment method, amount, PIN/signature, amount paid, paid by whom,, receipt attachment/invoice, and description of purchase/expenditure.
- The PTA may possess and use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. ATM/Bank Cards must be linked to PA/PTA accounts only, linking the debit card to a personal account is prohibited. (Linking a personal bank account to a PTAI bank account is prohibited.)
- ATM/Bank Cards can be used for the following approved transactions:
 - Transactions for online vendors
 - Vendors who do not accept a physical check
 - Only 1 ATM/Bank card can be issued
 - Only the Treasurer(s) should maintain a bank Debit card to ensure proper controls and ensure purchasing procedures are followed prior to utilization.
- ATM/Bank Cards prohibited use:
 - Third party applications such as, personal mobile phone wallets or any other personal electronic device.
 - Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
 - Direct Donations
 - Out of Pocket Reimbursements
 - Receiving 'Cash Back" or "Cash Refunds"
 - ATM Cash/Bank Card Withdrawals are prohibited
- Third Party Cash Applications
 - PTA use third-party applications to accept money. The application must be created using the DOE issued email and must be connected directly to the PTA bank account using the PTA account number or debit card.Vendors who do not accept a physical check

- Approved Transactions
 - Receiving Money
- Prohibited Use:
 - Outgoing transactions
 - Debit Cards generated by a third party application

Amendment of Budget

The budget may be amended by a majority vote of the general membership of the Association present at any membership meeting.

Non-Budgeted Expenditures

All expenditures over \$500 not included in the budget at the time of its adoption must be approved by resolution of the membership.

Budget Expenditure Changes

Changes within the category of a budget are expected and allowed up to the amount authorized in the approved budget by category. Any changes beyond the approved budget by category need to be approved by the general membership.

Emergency Expenditures

The Executive Board is authorized to make emergency expenditures not to exceed \$5,000 with a two-thirds (2/3) approval by the Executive Board present at any Executive Board Meeting. These expenditures shall be reported to the general membership at the next Association meeting in writing by the Treasurer. The minutes of the General Meeting must reflect a vote on whether the emergency expenditure was an appropriate use of the funds.

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Out-of-Pocket Expenses

A member may be reimbursed for appropriate out-of-pocket expenses if the member submits receipts. Permissible out-of-pocket expenditures include expenses related to PTA business and events. The maximum dollar amount for which a member may be reimbursed is \$3000, unless otherwise approved by the Treasurer. Reimbursement must be made by check payable to the member.

Section 4 – Audit

Members

The Co-Presidents shall request volunteers to form an audit committee of three (3) to five (5) members of the Association. Executive Board members who are not eligible signatories on Association checks may

serve on the audit committee. The majority of the committee shall be comprised from the general membership.

Audit

The audit committee shall conduct an audit of all financial affairs of the Association with the help of the Treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the Association's financial records be conducted.

Duties

Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all Association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

Reports

The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 – Financial Accounting

Interim Report

The Treasurer shall prepare the Interim Financial Report by January 31st and the Annual Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the Principal.

Association Funds

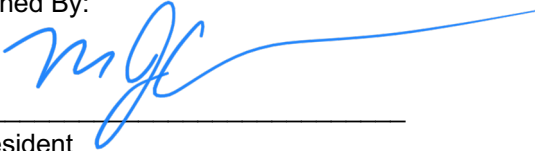
The Treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with CR A-610, parents must obtain written approval from the Principal before collecting fundraising proceeds from students. The Treasurer or Assistant Treasurer and at least one other Association officer shall transport all funds to the bank, whenever possible, and deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX – Amendments and Regular Review of Bylaws

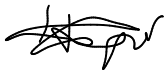
- (a) These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, *provided* the amendment has been presented in writing to the Association membership at the previous general membership meeting, and appears in the notice of the meeting at which such amendment is to be approved. Amendments are effective immediately unless otherwise specified.
- (b) A review of these Bylaws shall be conducted every three (3) years and whenever CR A-660 is revised. After review, the Bylaws must be re-adopted by a vote of the membership regardless of whether any amendments have been made.

- (c) All provisions of these Bylaws must conform to CR A-660. In the event that any of these Bylaws contain any provision conflicting with CR A-660, the provision shall be deemed null and void, and CR A-660 shall be deemed controlling. All remaining provisions that are not in conflict with CR A-660 shall remain in full effect.
- (d) Any Association 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.
- (e) A two-thirds (2/3) vote of the Association membership present at the general membership meeting at which an amendment or new set of Bylaws is being approved is required.
- (f) All Bylaws are subject to review and approval by FACE. The original, signed Bylaws shall be available on school premises. A copy of the most current Bylaws shall be available in the Principal's office, at every meeting and to members upon reasonable request; *provided that* posting the Bylaws on the Association's official website shall be deemed to be compliance with the foregoing. A copy of the Bylaws will be translated into languages spoken by parents in the school whenever possible.
- (g) These Bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on May 11, 2022.

Signed By:



President



Recording Secretary

5/11/2022

(Month) (Day) (Year)

Filed with the Principal on _____

(Month) (Day) (Year)