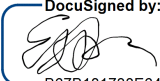


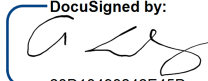
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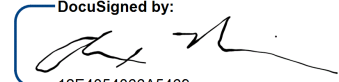
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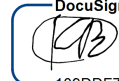
BYLAWS

Approved by the PTA Membership on: April 14, 2021

Co-President: 
DocuSigned by:
B67B481728E6457...
Eirik Davey-Gislason

Co-President: 
DocuSigned by:
28D48498242E45D...
Andrea Davey-Gislason

Co-Secretary: 
DocuSigned by:
12E4854988A5488...
Alex Morris Kling

Co-Secretary: 
DocuSigned by:
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Kimberly Brownell

ARTICLE I - NAME

The name of the association shall be Parent-Teacher Association of PS/IS 217, Inc.

ARTICLE II - OBJECTIVES

The objectives of the Association shall be:

- To provide support and resources to the school for the benefit and educational growth of the children of PS/IS 217.
- To develop a cooperative working relationship between the parents and staff of our school.
- To develop parent leadership and build capacity for greater involvement and participation in the school.
- To provide opportunities for parents to participate in school governance and decision-making.
- To promote a positive relationship between the school and the surrounding community.

ARTICLE III – MEMBERSHIP

Section 1: ELIGIBILITY FOR MEMBERSHIP

- Membership to the PTA includes all parents to students attending PS/IS 217. (As per Chancellor's Regulation A660, the term parent, for purposes of this regulation, means the student's parent or guardian, or any person in a parental or custodial relationship to the student.) Parents of children currently registered at PS/IS 217 are automatically members of the Association; no membership form is necessary. At the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.
- As per Chancellor's Regulation A-660 for a PTA, supervisory staff (principals, assistant principals, and supervisors) and parent coordinators are not eligible to become members of the PTA in the school where they are employed, even if they have a child in the school. All other categories of school staff are eligible for PTA membership with the restriction that school staff are not eligible to serve as members of the Executive Board or nominating committee of the PTA in the school in which they are employed, even if they have a child in the school.

Section 2: DONATIONS

- Donations are not a requirement for membership, voting, or running for office. Each school year, the PTA will request a voluntary donation from members.

Section 3: VOTING RIGHTS

- Every member has the right to vote on all matters presented at general membership meetings. Voting must be in real-time, either in person or in a virtual meeting that complies with DOE requirements. Voting by proxy, absentee ballot, email, or conference call is not permitted.

Section 4: NOTICES

- Any notices sent to the membership shall be distributed to the entire membership by means calculated to reach the maximum number of members (e.g. email, backpack, mail, etc.). Notices, ballots, and other written materials required by these bylaws will be provided in English and other languages spoken by parents, if necessary and possible. For the purposes of determining deadlines for giving written notice, the day the notice is distributed counts as the first day. For written notice sent by postal mail, the day after the notice is mailed counts as the first day. Calendar days include weekends and weekdays.

ARTICLE IV - EXECUTIVE BOARD

Section 1: TITLES

- The Executive Board officers of the PTA shall be: President, Treasurer, Secretary, Vice President, Vice President of Membership, Vice President of Events, and Vice President of Middle School. The only required qualification is that officers must be a verified member of the PTA.
- The PTA must elect the mandatory core officers (President, Secretary, and Treasurer).
- For each office, the membership may elect a sole officer or two members as co-officers (who must be nominated together as a slate and serve together). If co-officers are elected, each co-officer shall have one vote as an officer, and each co-officer shall assume the duties of such officer as outlined below.
- If a co-officer resigns or is removed, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

Section 2: COMMUNICATIONS

- As per Chancellor's Regulation A-660, all PTA email accounts, distribution lists, websites, social media accounts, and any other mode of communication linked to the PTA must be used exclusively for PTA purposes.

Section 3: TERM OF OFFICE AND TERM LIMITS

- The term of office shall be from July 1st through June 30th the following year. Officers shall be elected at the May meeting. Eligibility for any Executive Board office is limited to members, with the exception of school staff as per Chancellor's Regulation A-660.
- Term limits for each officer position for the PTA shall be four 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 is willing to serve.
- Parent members with one child graduating, and another child entering the school may run for non-mandatory office only.

Section 4: DUTIES OF EXECUTIVE BOARD OFFICERS

The Executive Board is responsible for preparing the budget for approval, and developing the calendar of PTA events. The Executive Board must issue a schedule of its meetings for the following school year by the June general membership meeting, as per Chancellor's Regulation A-660. The Executive Board is responsible for ensuring information regarding school/PTA news, events, and activities is regularly conveyed to the membership, for instance, by distributing an e-newsletter, updating the PTA website, and updating PTA social media accounts.

A. *President:*

The President's duties shall include, but are not limited to the following:

- The President shall preside at all meetings of the PTA and shall be an ex-officio member of all committees, except the nominating committee.
- The President shall appoint chairpersons of PTA committees with the approval of the Executive Board.
- The President shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities.
- The President shall attend all regular meetings of the district presidents' council and shall be a core member of the school leadership team. (In the event that the PTA elects Co-Presidents, the remaining Executive Board members, in consultation with the membership, will determine which Co-President will serve as the core member on the school leadership team and which Co-President will serve as the school's representative to the district presidents' council.) If the President is unable to attend district presidents' council meetings, the President must transfer all voting rights to a designee. Designees must be approved by vote of the membership. The results of such a vote must be recorded in the minutes of the meeting.

- The President shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings.
- The President shall conduct a review of the PTA's insurance policy at the beginning of a new school year, including but not limited to general liability, directors & officers, and fraud insurance, and discuss coverage with the Executive Board.
- Along with the Vice-President, the President will proactively seek public relations opportunities to share stories about the school to the school, island population, and general public through a wide range of avenues.
- The President or his/her designee shall represent the PTA on district committees.
- The President ensures that every member of the Executive Board receives and reviews a copy of Chancellor's Regulation A-660 at the beginning of the term.

B. Vice-President:

The Vice-President's duties shall include, but are not limited to the following:

- The Vice-President shall assist the President and shall assume the President's duties in his/her absence or at the President's request.
- The Vice President shall be responsible for reviewing, maintaining, and responding to all correspondence addressed to the PTA, or delegating to appropriate members based on correspondence content.
- Along with the President, the Vice-President will proactively seek public relations opportunities to share stories about the school to the school, island population and general public through a wide range of avenues.
- The Vice-President shall oversee and assist the Grants Officer.

C. Vice-President of Events:

The duties of the Vice-President of Events shall include, but are not limited to the following:

- The Vice-President of Events shall oversee the work of the fundraising and events committees, providing guidance and support when necessary, to ensure that event chairs and committees plan and execute all aspects of PTA events in a timely and efficient manner.
- The Vice-President of Events will collaborate with the Vice-President of Membership to ensure that the membership and community are kept informed of events and encourage attendance.
- The Vice-President of Events will ensure that event and fundraising committees work with the Treasurer to make sure events are within budget and that financial transactions related to the event are handled in accordance with the bylaws.

D. Vice-President of Membership:

The Vice-President of Membership's duties shall include, but are not limited to the following:

- The Vice-President of Membership shall be responsible for encouraging parent participation, outreach, and recruitment.
- The Vice-President of Membership shall make every effort to coordinate their outreach efforts with the school's Parent Coordinator.
- The Vice-President of Membership will recruit class parent liaisons to organize, communicate with, and provide PTA support to the class parents for each classroom and, if necessary, Grade Coordinators to assist class parents of a particular grade.
- The Vice-President of Membership will collaborate with the Fundraising and Events committee to promote and recruit parent participation and volunteer recruitment at PTA events.
- The Membership Committee shall be responsible for maintaining a current list of members to ensure that the maximum number of members are reached by mailings and electronic media.

E. Vice-President of Middle School:

The Vice-President of Middle School's duties shall include, but are not limited to the following:

- The Vice President of Middle School will work closely with the school and parents on middle school fundraising and engagement events.
- The Vice-President of Middle School must be the parent of a current or incoming middle school student.

F. Secretary:

The Secretary's duties shall include, but are not limited to the following:

- The Secretary shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets, and materials distributed.
- The Secretary shall prepare the minutes of each PTA meeting and shall make copies of the minutes available to general membership.
- The Secretary will ensure that a copy of the bylaws are available at every general membership meeting and shall make copies available upon request.
- The Secretary shall maintain custody of the PTA's records on school premises.
- The Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office.
- The Secretary shall be responsible for maintaining attendance records of the Executive Board meetings, and notifying the Board should any officer miss three meetings.
- The Secretary shall be responsible for the publishing of Hawks' Happenings, the PTA email newsletter.

G. Treasurer:

The Treasurer's duties shall include, but are not limited to the following:

- The Treasurer shall be responsible for all financial affairs and funds of the PTA.
- The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures in the PTA's accounting system.
- The Treasurer shall adhere to and implement all financial procedures established by the PTA.
- The Treasurer shall present key financial highlights along with all expense requests at all PTA meetings and make copies of financial reports available.
- The Treasurer shall prepare and provide the January 31st interim and June 30th annual financial accounting reports to the principal
- The Treasurer shall make available all books or financial records for viewing by members upon request and for audit in accordance with Article VIII, Sections 4 and 5.

H. School Leadership Team:

Parent representation on the School Leadership Team (SLT) is vital to ensure that parents are included in the development of the school's Comprehensive Education Plan (CEP) and that the needs and priorities of the school are reflected in the goals of the PTA.

- The President of the PTA shall automatically serve as a core member of the School Leadership Team.
- Four additional parent member representatives shall be elected by the general membership every 2 years in accordance with the SLT bylaws.

ARTICLE V - ELECTION OF BOARD OFFICERS

Section 1: Yearly election

- The yearly election of officers of the PTA must be held by the last day of the school year. Any timeline established by the PTA to complete the nominations and election process must adhere to this time frame. School officials are prohibited from directly or indirectly interfering with the PTA election process.

Section 2: Nominating Committee

- A nominating committee shall be established during the February or March general membership meeting.
- The committee shall consist of three to five parent members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President, subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson.
- No person employed at P.S./I.S 217 shall be eligible to serve on the nominating committee.
- Members of the nominating committee are not eligible to run for office. The nominating committee shall solicit recommendations for candidates for all offices from the membership in writing, in English and other languages if necessary and possible.

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

- Canvassing the membership for all eligible candidates in ways that maximize member participation.
- Preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by parents in the school, if necessary and possible, by means calculated to reach all parents (e.g. email, backpack, mail, etc.).
- Preparing ballots, attendance sheets, ballot box, tally sheets, and all other materials pertaining to the election.
- Determining and verifying the eligibility of all interested candidates, prior to the election; 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 of Division of Family and Community Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. The Principal must certify to the membership that the candidates being considered are eligible to run for office.
- Provide an opportunity for nominations (this includes self-nomination) to be taken from the floor during the April meeting. Nominations officially close at a date chosen by the nominating committee which must be at least two weeks before the election.
- Sending a reminder meeting notice to the membership at least ten days before the May election meeting, including the names of all eligible candidates and the officer positions for which they are nominated. This notice will be sent via backpack, posted at the school, and sent out via electronic media in an effort to reach all parents.
- Ensure that the Executive Board notifies the principal of the election date in writing by April 1st; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 calendar days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections.
- Ensuring that only eligible members receive a ballot for voting. The principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots.
- Ensuring that the election is certified by the principal or his/her designee immediately following the election.
- Maintaining on file (on school premises) the ballots from any contested election for a period of one year or until a determination of any grievance filed, whichever is longer. If a nominating committee is not 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 Chancellor's Regulation A-660 by no later than the last day of the school year.

Section 3: Notices

- The meeting notice and agenda for the May general membership election meeting shall be distributed not less than ten calendar days prior to the date.

- All meeting notices and agendas shall be available in English and translated, if necessary and possible, into other languages spoken by parents in the school.
- The distribution date shall appear on all notices.
- Notices shall list all candidates in alphabetical order by surname under the office for which they were nominated.

Section 4: Contested Elections and Use of Ballot

- Written 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. Candidates running for an office as a team must be listed together as per Chancellor's Regulation A-660.
- Ballots shall be printed with voting instructions in English and, if necessary and possible, other languages spoken by parents in the school.
- Ballots shall be distributed once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members. Ballots must remain in the meeting room until the election meeting has been adjourned, and must remain on school premises for a period of one year or until a determination of any grievance filed, whichever is longer.

Section 5: Candidate Rights in Contested Elections

- During the 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 person may read the candidate's statement.

Section 6: Campaigning

- Candidates may submit statements in support of their candidacy to the nominating committee. All statements will be jointly distributed by electronic media to the membership following the close of nominations as per Chancellor's Regulation A-660.
- Candidates will be provided an opportunity to address the membership before the vote.
- If a candidate is not present, another member may read a statement by the candidate.
- No materials in support of an individual 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 PTA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision directly or indirectly will be subject to disqualification and may be deemed ineligible for office for that election year.

Section 7: Presence for Vote

- 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.

Section 8: 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 is required for approval of the motion. The result of the motion must be recorded in the minutes.

Section 9: School Leadership Team (SLT) Elections

- The SLT parent member representative nominations and elections will be conducted in accordance with the School Leadership Teams Bylaws.

- Notice of School Leadership Team vacancies and election information will appear on the notice accepting nominations for the Executive Board elections, however, nomination and election to the SLT is separate from service on the Executive Board.
- As per Chancellor's Regulation A-660, SLT elections may take place during the same meeting as Executive Board officer elections, but must take place after the election of mandatory officers.
- As per Chancellor's Regulation A-655, only parent members of the PTA may vote to elect parent representatives for the SLT.

Section 10: Certification of the Election

- The results of the election shall be announced by the chairperson of the nominating committee or by a member of the nominating committee selected to conduct the nominations and election process.
- The principal or her/his designee, who may not be the Parent Coordinator (as per Chancellor's Regulation A660), must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws.
- A certification form must be signed before the election meeting is adjourned, and the certification form will be retained by the PTA and copies filed with the principal and the superintendent.

Section 11: Transfer of Records

- All PTA 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 PTA records, including parent contact information. Transfers must occur on school premises.
- Prior to the conclusion of the President's term, she/he must make arrangements to provide the newly elected President with complete login information for all PTA accounts (e.g., email, website, memberships, and bank), as well as the password to the PTA's computer and any keys to desks, filing cabinets, and safes.
- Prior to the conclusion of a PTA Secretary's term, she/he must make the necessary arrangements to provide the PTA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Secretary.
- Prior to the conclusion of a PTA Treasurer's term, she/he must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PTA, to the newly elected Treasurer.

Section 12: Vacancies

- When an officer vacancy is created by resignation or removal, the Executive Board must notify the membership and the principal in writing and the principal within 5 calendar days and specify whether the vacancy will be filled by succession (ranking order as follows: President, Vice President, Treasurer, and Secretary) or expedited election.
- PTA officers may choose to retain their positions and not succeed to a vacant office.
- If the PTA 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.
- Any mandatory offices that remain vacant after the order of succession has been followed must be filled by expedited election.
- Officers who wish to resign their positions once an election has been certified must do so in writing to the Secretary, and, at that time, shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer records to the President.

Section 13: Special Expedited Elections

Special expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Secretary, and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing all vacant officer positions.

- Circumstances: Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill a mandatory office vacancy by succession.
- Written Notice: Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.
- Conducting Special Expedited Elections: A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting. A parent member who is not seeking office shall chair the meeting.
- Voting: When there is more than one candidate for an office written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 14: Removal of Officers

- Any Executive Board officer may be removed from office by a recommendation of the Executive Board or a motion from a member. In either case, removal is effective upon a two-thirds vote of the membership present. Grounds for removal consist of
 - Missing three Executive Board meetings;
 - Negligence, misconduct, or conduct detrimental to the PTA in the performance of the officer's duties;
 - Unsatisfactory performance of the officer's duties.
- An officer subject to a motion or recommendation of removal shall be given the opportunity to submit in writing an explanation for his or her conduct, for consideration by the Executive Board and the membership prior to its vote. The Executive Board, or the membership by simple majority, may also, if it deems it necessary, establish a review committee to gather relevant information and present its findings to the membership prior to a vote on removal.

ARTICLE VI: MEETINGS

Section 1: EXECUTIVE BOARD MEETINGS

- Meetings of the Executive Board shall be held monthly, prior to the general membership meetings.
- The Executive Board may reschedule a meeting, but must give the membership 10 school days' notice of the rescheduled meeting.
- As per Chancellor's Regulation A-660, minutes need not be taken, but the Secretary shall keep attendance records of Executive Board members at each meeting.
- Officers are expected to attend all Executive Board meetings and shall be subject to removal under the Removal of Officer provision of the bylaws unless a good and valid reason is rendered in writing.
- Executive Board meetings are open to all members.
- Individuals who are not members of the PTA may attend Executive Board meetings only with approval of the Executive Board.
- Members of the PTA may participate in Executive Board meetings, subject to the discretion of and limitations imposed by the President.

Section 2: VOTING

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

Section 3: QUORUM

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

Section 4: CONTACT INFORMATION

- The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer.
- The list shall not include home address.
- The list must be updated regularly, be posted in the school, and be available in the principal's office, at every PTA meeting, and upon request by any member.

Section 5: TREASURER'S REPORT

- A written Treasurer's report must be made available at every Executive Board meeting. This report must include a statement of all transactions, including income, refunds, reimbursements, and other expenditures, and opening and closing balances for the applicable reporting period.

Section 6: GENERAL MEMBERSHIP MEETINGS

- The September general membership meeting may be scheduled to align with the school's curriculum night to maximize parent participation. From October to June, the general membership meetings shall be held each month on the 2nd Wednesday at a time or times to be determined at the beginning of the school year as outlined below.
- If any such day is not a school day, then the meeting shall be on the next succeeding school day that is not a Saturday, Sunday, or school holiday. Written notice must be posted at the school and sent to the membership (by electronic media or backpack) at least 10 calendar days before the meeting.
- At the beginning of each school year, the Executive Board shall ask for input from the general membership to determine whether the schedule for the day and time of general membership meetings should be changed or alternate between two different times.
- The Executive Board may reschedule individual meetings, with 10 days' notice to the membership.
- All meetings must be held in the school or via virtual meetings conforming with DOE requirements. Under no circumstances are general membership meetings to be held in private residences.
- All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- General membership meetings are open to the general public. Non-members may observe meetings, but may only speak and otherwise participate with the approval of the Executive Board.

Section 7: ORDER OF BUSINESS

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

- Call to Order
- Distribution of draft minutes and approval of minutes
- Treasurer's Report
- Principal's Report
- President's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 8: QUORUM

- A quorum shall consist of two Executive Board members and six additional members of the PTA.

- A quorum shall be required in order to conduct official PTA business. In the absence of a quorum the PTA may have non-binding discussions.

Section 9: MINUTES

- Minutes of the previous general or special membership meeting shall be available in written form and distributed for approval at or before the next general membership meeting. Minutes must be made available upon request by any member.

Section 10: SPECIAL MEMBERSHIP MEETINGS

- A special membership meeting shall be called to deal with a matter of importance that cannot be postponed until the next general membership meeting.
- The President may call a special membership meeting with a minimum of forty-eight hours' notice to parents stating precisely what the topic of the meeting will be.

Section 11: 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

- Ad-hoc committees may be established by the Executive Board.
- The President may appoint committee chairpersons with the approval of the Executive Board.
- Committees are not required to take minutes at meetings, but the chair must provide regular updates at the general membership meetings.
- A committee chair may be removed by a vote of the Executive Board for unsatisfactory performance of his or her duties, as specified by the President or the Executive Board. Some examples of ad-hoc committees might include, but are not limited to: website/social media committee, individual fundraising and event committees, audit committee, nominating committee, by-law review committee, etc.

ARTICLE VIII - FINANCIAL AFFAIRS

Section 1: FISCAL YEAR

- The fiscal year of the PTA shall run from September 1 through August 31 the following year.

Section 2: SIGNATORIES

- The President, Vice-President, and Treasurer, as well as any other member designated by the Executive Committee, shall be authorized to sign checks.
- All checks require two authorized signatures. Every effort should be made to have the Treasurer as one signatory on all checks. In cases where that is not possible, the Treasurer should approve the nature and amount of the check before it is signed.
- Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3: BUDGET AND EXPENDITURES

The Executive Board may, in its discretion, establish an ad-hoc budget committee, which shall consist of a minimum of five persons and be chaired by the Treasurer. The committee shall be responsible for:

- A written review of the prior year's budget for discussion at the May membership meeting.

- Preparing a proposed budget for adoption by the membership at the June membership meeting; a copy of the budget shall be submitted to the principal upon approval by the membership. If the Executive Board does not establish a budget committee, then the Executive Board will prepare the proposed budget.
- The budget may be amended by a vote of the general membership at any membership meeting.
- All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- Plans for all fundraising activities conducted by the PTA must be approved by the membership. Membership approval must be reflected in the minutes of the meeting.
- Fundraising Activity Reports shall be prepared by the Executive Board upon completion of the fundraising activity, as required by Chancellor's Regulation A-660.
- All expenditures of funds by the PTA must be approved by the membership. Membership approval must be reflected in the minutes of the meeting.
- A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA and should not exceed \$1000, except by a resolution approving such expenditure.
- The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$1000. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the funds.

Section 4: AUDIT

- If the Executive Board votes to conduct an internal audit, an ad-hoc audit committee will be formed, comprising three to five persons.
- Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.
- The audit committee shall conduct an audit of all financial affairs of the PTA 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 PTA's financial records be conducted.
- Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PTA equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
- Upon completion of their review and investigation, the audit committee shall prepare a written report to be presented to the membership at a general membership meeting and make written copies of the report available to the membership.

Section 5: FINANCIAL MATTERS

- A written treasurer's report must be made available at every Executive Board and 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 the PTA treasurer's reports must be given to the principal and posted at the school.
- An Interim PTA Financial Report must be prepared by the PTA and submitted to the principal by January 31 of each school year.
- An Annual PTA Financial Report must be prepared by the PTA and submitted to the principal by June 30 of each school year.
- No checks may be written payable to cash or petty cash.

- Funds are to be deposited to the bank within one business day whenever possible, and in any event within three business days as per Chancellor's Regulation A-660. Deposit slips shall identify the source of all monies deposited.
- All financial records of the PTA including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured digitally or on school premises for six years.
- As per Chancellor's Regulation A-660, the possession and use of credit card, debit cards and withdrawal slips are strictly not permitted.
- All collected monies pending bank deposit must be secured on school premises in a locked container or cabinet
- The PTA'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 PTA must provide an opportunity to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

ARTICLE IX - AMENDMENTS

- These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of 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 years. These bylaws shall not contain language which does not conform with the Chancellor's Regulations A-660 and Department of Education guidelines.
- After a review, bylaws must be re-adopted by vote of the membership regardless of whether any amendments have been made.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting, without prior notice, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660.

These bylaws as set forth have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article IX, at the membership meeting held on April 14, 2021.

Filed with P.S./I.S. 217 Principal on 9/21/21
Date