

# BYLAWS

OF

**Parent Teacher Association of Edward R. Murrow High School**

1600 Avenue L  
Brooklyn, NY 11230  
D21K525PA@schools.nyc.gov

APPROVED BY THE MEMBERSHIP ON **November 15, 2016**

Heather Ann Fiorica  
PRESIDENT'S NAME

\*On file  
SIGNATURE

November 15, 2016  
DATE

Fran Rock  
PRINT OFFICER'S NAME  
TITLE Recording Secretary

\*On file  
SIGNATURE  
November 15, 2016  
Date

## Article I - Name

The name of the association shall be: The Parents' Association of Edward R. Murrow High School

## Article II - Objectives

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

## Article III - Membership

### Section 1. Eligibility

Membership in the association shall be limited to parents, legally appointed guardians, and persons in parental relation to students currently attending Edward R. Murrow High School. Parents, legally appointed guardians, (as defined in A-660) to students currently attending Edward R. Murrow High School are automatically a member of the PA/PTA; no membership form is necessary. Eligibility for PA/PTA membership shall be extended to foster parents. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

Membership shall be open to all **teachers and staff** (Staff shall be defined as secretaries, custodians, security, paraprofessionals etc.) currently employed at Edward R. Murrow High School

There shall be no honorary members.

Only parents of Edward R. Murrow High School NOT EMPLOYED in the school may vote to offer or withdraw membership to or from teachers and staff. Any such proposal requires an amendment of by-laws as defined below, and shall become effective immediately following the vote.

If parents wish to extend or withdraw membership to teachers (teachers/staff) a parent at a general membership meeting must make a motion. This motion must

be seconded and approved by a majority vote of parents present to be placed on the agenda for the next regularly scheduled meeting.

Notice of meeting must follow 10-day protocol. Notice/agenda of meeting must clearly reflect the intent to extend or withdraw membership eligibility. The motion must be approved by a majority vote of the parents present.

During this meeting parents will be given the opportunity to address the chair with comments or concerns for no more two minutes per person. After all comments have been heard, a motion must be made and seconded to bring the issue to vote. The motion must include an implementation date.

If the issue is brought to a vote, it is recommended that the vote be taken with previously prepared “yea or nay” (yes/no) ballots. Only parents are eligible to vote in this matter.

### Section 3.

#### Voting Privileges:

Each parent of a child/children currently enrolled at Edward R. Murrow High School shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher and staff member currently employed at Edward R. Murrow High School shall be entitled to one vote.

#### Voting Restrictions:

1. School Leadership parent members are elected by a parent only vote.
2. If parents wish to extend or withdraw Teacher (staff) participation it is done by a vote of parents only.
3. Decisions and voting in matters pertaining to the parent portion of Title 1 or Title 1 parent allocation is a parent only discussion and vote.

## **Article IV - Officers**

### Section 1. Titles

The officers of the association shall be: President or Co-Presidents, Recording Secretary (2), Treasurer, 1<sup>st</sup> Vice President, 2<sup>nd</sup> vice President, Financial Secretary, and Corresponding Secretary. The association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be functioning PA. The co-presidents must assume the duties of the President as outlined below. The term of office for co-presidents shall be for one year as outlined below.

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

The term of office shall be from July 1st through June 30th. Officers shall be elected yearly for a one-year term beginning July 1, in accordance to the timeline set forth yearly by the Chancellor.

**Qualifications for Officers** – There shall be no qualifications for any office in a PA other than to be a parent of a child in the school. A parent of a child on the register of a citywide program who is attending a non-citywide program school full time may serve as an elected officer of either the Citywide Programs’ PA of the host school where his/her child attends.

**Restrictions** –Employees of the school may not serve as officers in the school’s PA.

Section 3. Duties of Officers

3.1 President or Co-Presidents(2): The president or co-presidents(2) shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for its members. The president or co-presidents shall appoint chairpersons of PA committees with the approval of the executive board. The president or co-presidents are anticipated to volunteer at all fundraising activities throughout the school year. The president or co-presidents shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-President (see bylaws provision below) shall attend all regular meetings of the District Presidents’ Council, Community Education Council and shall be a core member of the School Leadership Team and School Safety Committee. In the event that the association elects co-presidents in June, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the School Leadership Team, which co-president will serve as the school’s representative to the District Presidents’ Council, the Community Education Council and which co-president will be and a selector in the Community Education Council elections as per Chancellor’s Regulation D-140.

The president or co-presidents shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks. The president or either of the co-presidents or his/her representative shall represent the PA on district committees. He/she will meet with the Principal quarterly to discuss parent involvement issues; attend professional development sessions from President’s Council’s, the District and F.A.C.E. The president or co-presidents shall assist with the June transfer of PA records to the incoming executive board.

The President or their representative shall be the representative to the District President’s Council, Community Education Council, and a member of the school safety committee. He/She will attend all meetings. If the president is unable or unwilling to serve as the District President’s Council, Community Education Council or School Safety Committee a representative and an alternate(s) must be identified during the election meeting.

- 3.2 Vice President: Will be in charge of membership. The vice-president shall also assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The first vice president is anticipated to volunteer at all fundraising activities throughout the school year. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of PA records to the incoming executive board.

Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E. The vice-president shall assist with the June transfer of PA records to the incoming. Shall fill a vacancy in any core position. The vice-president shall assist with the June transfer of PA records to the incoming Executive board.

Arranges for guest speakers for meetings

May chair a major committee upon appointment of the president.

- 3.3 2<sup>nd</sup> Vice President: Will be in charge of fundraising. The second vice president is anticipated to volunteer at all fundraising activities throughout the school year. The 2<sup>nd</sup> vice-president shall also assist the president or co-presidents and may assume the president's or co-presidents' duties in the absence of the 1<sup>st</sup> vice-president's.

Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E. The 2<sup>nd</sup> vice-president shall assist with the June transfer of PTA records to the incoming executive board. Shall fill a vacancy in any core position if declined by the 1<sup>st</sup> vice president.

May Chair a Major Committee upon appointment by the president

- 3.4 Recording Secretary: The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The responsibilities may (shall) include the preparation of notices, agendas, sign-in sheets, and materials distributed. The recording secretary shall prepare, copy and distribute the DRAFT minutes of each association meeting in accordance with Chancellor's regulations A-660. He/she shall make written copies of the minutes available upon written request. He/she shall maintain custody of the association's records on school premises. The recording secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PA bylaws with the latest amendments are on file with the Principal, President's Council and the District. The recording Secretary shall distribute a copy of the association's bylaws at the first meeting of the school year. The recording secretary will have a copy of the association's bylaws in view at every meeting. The recording secretary

shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary is anticipated to volunteer at all fundraising activities throughout the school year.

The recording secretary shall be a selector in the Community Education Council's elections as per Chancellor's Regulation D-140. The recording Secretary shall assist with the June transfer of all PA/PTA records to the incoming executive board. Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E. The recording secretary will forward the June meeting minutes to the nominating committee.

Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E.

3.5 Treasurer:

The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. He/She will disperse authorized monies only upon presentation of vouchers and bills and insure no checks are written to cash/petty cash. The Treasurer shall be prepared to present and distribute written copies of monthly financial reports and fundraising activity reports at all association meetings. The treasurer shall also prepare and distribute the January 31<sup>st</sup> interim and June annual financial accounting reports to the membership, Principal, Presidents' Council and the District Office He/she shall make available all books or financial records for viewing by members upon written request and for audit. He/she shall work with the audit committee, for an annual audit of books of the organization. He/She will be a member of the budget committee. The Treasurer is a selector in the Community Education Council's election as per Chancellor's Regulation D-140. He/She must attend professional development sessions from President's Council's, the District and F.A.C.E.; maintain neat and orderly records. The treasurer shall prepare all financial records and assist with the June transfer of all PA records to the incoming executive board. The Treasurer anticipated to volunteer at all fundraising activities throughout the school year.

Attends quarterly meeting with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E.

He/she shall ensure that the association's Employee Identification Number (EIN) is on file with the Principal and Presidents' Council. He/she will insure that the council's EIN number remains active with the IRS.

- 3.6 Financial Secretary: Responsibilities are to assist Treasurer in all financial matters. May give financial report at association meetings as requested by the Treasurer. The financial secretary is anticipated to volunteer at all fundraising activities throughout the school year.

Attends quarterly meetings with the Principal and attend professional development sessions from President's Council's, the District and F.A.C.E. The financial secretary shall assist with the June transfer of PTA records to the incoming executive board. Shall fill a vacancy in the office of treasurer. May fill a vacancy in any core position if declined by the 1<sup>st</sup> or 2<sup>nd</sup> vice president and the corresponding Secretary.

- 3.7 Corresponding Secretary: The corresponding secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The responsibilities shall also include the preparation of notices, agendas, and materials distributed. The corresponding secretary anticipated to volunteer at all fundraising activities throughout the school year.

The corresponding secretary shall assume the position of recording secretary in the event of a vacancy. May fill a Vacancy in any core position if declined by the 1<sup>st</sup> and 2<sup>nd</sup> Vice President.

Attends quarterly meetings with the Principal and attends professional development sessions from President's Council's, the District and F.A.C.E.

- 3.9 School Leadership Team Membership: The president of the PA shall automatically serve as a core member of the School Leadership Team. (In the event that the association elects co-presidents, refer to Article IV, Section 3.1 of the association's bylaws.) All other parent member representatives shall be elected by the general membership after the PA/PTA election process. A copy of the election certification will be forwarded to the District Office and Presidents' Council. A copy of the election certification will be on file in the Principal's office. School Leadership Team members are required to attend yearly training provided by the District and F.A.C.E.

- 3.10 District High School Presidents' Council:

The president shall be the association's representative to the District Presidents' Council. If the incoming president is unable or unwilling to serve as the representative, the incoming president shall select a representative and an alternate(s) to the council in June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the District's Presidents' Council. The elected

representative and alternate(s) are entitled to engage / vote on behalf of the association.

3.11 Community High School Education Council:

The president shall act as a liaison between the association and the CEC. The President may select a representative to fulfill this role. If the president is unable or unwilling to serve as the CEC representative, the incoming president shall select a representative and an alternate to the association in May/June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the CEC. The elected representative and alternate(s) are entitled to engage / vote on behalf of the association.

3.12 School Safety Committee:

The president by virtue of office is a core member of the School Safety Committee (CRA-414). If the president is unable or unwilling to serve as the school safety committee representative, the incoming president shall select a representative and an alternate to the association in May/June. The representative shall be elected into such roles by vote of members present at the May/June meeting. The elected representative will attend the monthly meetings of the School Safety Committee. The elected representative and alternate(s) are entitled to engage / vote on behalf of the president. Maintaining a safe and secure school environment is the shared responsibility of the entire school community, including school safety, pedagogical, non-pedagogical, and custodial personnel, parents and students. The committee is responsible for developing a comprehensive safety plan, which defines the normal operations of the site and what procedures are in place in the event of an emergency.

Section 4. Election of Officers

The elections must be completed in accordance with current Chancellor's guidelines. Nominations may not be closed prior to the timeline set forth each year by the Chancellor. Any timeline established by the PA to complete the nominations and election process must adhere to the current years guidelines timeframe. The Principal must be notified in writing, by April 1<sup>st</sup> of the date and time of the PA election.

4.1 Representatives /Alternates: In the event the incoming president is unable to serve, as the association's representative to the district. The incoming president shall select all representative, and alternates to the association in May/June. The representative and alternates shall be elected into such roles by vote of members present at the spring election meeting. If during the school year the president is unable to represent the school on a district level he/she will select all alternates, representative



or representative after consultation with the executive board officers and approval of the general membership.

The president or their alternates or representative shall represent the Association on District Committees. The representative or alternates shall have full voting privileges at all meetings they attend on behalf of the association. All representative and alternates shall provide regular reports at each meeting of the association.

- 4.2 Nominating Committee: A nominating committee may be established during the February general membership meeting. If a nominating committee can be established, committee shall consist of three to five (3-5) 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 executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at Edward R. Murrow shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process.

4.3 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CRA-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.

4.4 Vacancies: All mandatory officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that the core mandatory offices (president, recording secretary, treasurer, first vice president and second vice president) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the recording secretary, and, at that time, shall turn over all records to the recording secretary. In the event of the resignation of the recording secretary, he/she must transfer records to the president or co-presidents.

4.5 Special Expedited Election Process: If a PA has a vacancy in one or more of the mandatory officer positions subsequent to the annual election, the PA shall be required to fill the vacancy within ten calendar

days. This shall be done by succession or an expedited election process. The expedited elections process will consist of one meeting where nominations will be taken from the floor and voting will be held once nominations are completed.

Special Expedited elections shall be held to fill vacancies in the mandatory officer positions (president, recording secretary and treasurer) in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty-eight hours prior to holding special election process to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least a five calendar day written notice to the membership.

#### 4.6 Contested Elections and the use of ballots.

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- 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

4.7 Uncontested Elections: If there is only one candidate for an office, a member must make a motion 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 5. Certification of the Election

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected to conduct the nominations and election process. The Principal is required to complete the election certification form and forward to the District Office. The principal or his/her designee must update the School-Parent Leader Contact Information System within 5 calendar days of the election. The association is responsible for forwarding a copy to the District's Presidents' Council.

Section 8. Corrective and Disciplinary Action

8.1 Corrective or disciplinary action is appropriate when a PA or Presidents' Council member's conduct violates laws, policies, rules, and regulations or threatens the rights of students, parents and staff. This conduct may include:

A. Criminal Wrongdoing or Misconduct

- ◆ Complaints or allegations of criminal wrongdoing must be reported to the police, the Special Commissioner of Investigation for the New York City School District and FACE. Allegations of misconduct which do not involve penal law must be reported to SCI and FACE.

B. Financial Discrepancies or Wrongdoing

- ◆ Complaints or allegations of financial wrongdoing must be reported to the police, SCI and FACE. FACE may recommend specific action and suspend fundraising activities of PA and Presidents' Councils where members are found responsible for financial discrepancies, financial wrongdoing, inappropriate financial practices, recklessness or failure to safeguard PA or Presidents' Council funds. PA or Presidents' Council members engaging in such conduct may be removed from PA or Presidents' Council office and prohibited from subsequently serving on any PA or Presidents' Council executive board, school or district leadership team, school or district Title I Parent Advisory Council, CEC, CCSE, CCHS, CCELL, or D75 Council. Decisions to remove officers and restrict future service will be determined

C. Threat or Risk to Others

- ◆ Complaints or allegations of threatening behavior by a PA/PTA or Presidents' Council officer must be reported to the police, SCI and FACE. PA/PTA or Presidents' Council members whose conduct presents a threat or risk to members of the school, district or borough community may be removed from PA/PTA or Presidents' Council office.

D. Officer Negligence

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

E. Unsatisfactory Performance

- ◆ Association officers may also be removed for through the process outlined below:

- ◆ At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- ◆ If the motion is approved by two-thirds of the assembled members, the general membership 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 members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the 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 and to the Division of Family and Community Engagement.

Section 9. June Transfer of Records

The outgoing PA executive board shall arrange for the orderly transfer of records and information of the PA, which shall include an overview of all PA transactions for the school year, to the incoming Executive Board. At least two meetings will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the district presidents' council during this process.

### **Article V - Executive Board**

Section 1. Composition

The executive board shall be composed of the elected officers of the association. Employees of Edward R. Murrow High School Officers shall be ineligible to serve as elected officer of the association. Officers shall be expected to attend all executive board meetings

Section 2. Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, except for February, on the **second Tuesday** of every month at **6 pm**, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the most convenient day.

Section 3. Voting

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

Section 4. Quorum

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

### Article VI - Meetings

Section 1. General Membership Meetings

1.1 The general membership meetings of the association shall be held on the **second Tuesday at 6:30 PM** of each month from September through June, except for February, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the most convenient day as determined by the executive board. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. The date of distribution shall appear on all notices.

Notice must be sent via email, Facebook and /or phone messages from Edward R. Murrow High School at least ten calendar days prior to schedule meeting.

1.2 All meetings, including committee and executive board meetings must be held in the association's home school. Under no circumstances are association meetings to be held in private residences or commercial venues (e.x. Restaurants and private clubs).

1.3 All eligible members may attend and participate in general membership meetings.

1.4 Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2. Order of Business

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

- ◆ Call to Order
- ◆ Distribution and Approval of Minutes
- ◆ President's Report
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ School Leadership Team Report
- ◆ Committee Reports
- ◆ Old Business
- ◆ New Business

◆ Adjournment

Section 3. Quorum

A quorum of 8 members, consisting of 6 parent members and 2 executive board members of the association shall be required in order to conduct official association business.

Section 4. Minutes

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

Section 5. Special Membership Meetings

5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 In addition, upon receipt of a written request from five (10) association members, the president must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents.

Section 6. Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation, and these bylaws.

Section 7. Use of School Facilities

As per Chancellors' Regulations A-660. Building Use - PA are entitled to free use of school buildings, including school safety or security coverage, for 110 hours per year outside of school hours. These hours apply 12 months a year and are not transferable. Unused hours may be rolled over from one month to the next, but expire at the end of the school year. If there is more than one PA in the building, each PA is entitled to the full 110 hours per year. The PA is responsible for obtaining permits to use the school building outside of school hours. These permits establish the time and place of meetings. The PA should request necessary permits from the custodian.

## **Article VII - Committees**

Section 1. Standing Committees

1.1 The president will appoint standing committee chairpersons except the nominating with the approval of the executive board. Ad-hoc committees shall be

established by executive board approval. Chairpersons of standing committees are executive board members. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson for the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's parent coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the Principal, PA president, list of executive board members, all PA meeting dates, student and parent events, school policies, PA budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members which shall be available without home addresses and telephone numbers at every membership meeting.

Budget: The budget committee shall consist of five (3-5) persons and be chaired by the treasurer. The budget committee shall be formed no later than April of each school year.

The budget committee shall be responsible for:

- Presenting the budget process for membership approval which must be voted on by no later than the October membership meeting
- 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 May membership meeting

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

## **Article VIII - Financial Affairs**

### Section 1. Fiscal Year

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

Section 2. Signatories

The president or co-presidents, treasurer, first vice president and second vice president shall be authorized to sign checks. All checks require at least 2 signatures. He 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3. Budget - A PA expenditures must be tied to the goals of the association, as determined by vote of the membership during a regular meeting where a quorum is achieved. This includes expenditures for parent education, workshops, and school-related purposes. Members of the association must decide how money raised for these purposes will be spent.

3.1 The outgoing executive board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills and assist the budget committee in preparing a proposed budget for the next school year. The proposed budget must be presented by the budget committee to and approved by the membership no later than the May meeting.

3.2 The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time. A working budget must be adopted no later than October of each school year.

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

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

3.3 The executive board is authorized to make an emergency expenditure not to exceed **\$200.00** with a two-thirds approval of the executive board. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 4. Audit

4.1 The president shall request volunteers to form an audit committee of three to five (3-5) persons. Executive board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.

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

4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements,



verification of all association equipment and ensuring compliance with bylaw provisions for the expenditure of funds.

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

Section 5. Financial Accounting

- 5.1 The counting and handling of any cash, checks, or money orders received requires at least two non-related PA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PA members. All monies must be counted in school.
- 5.2 No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the Principal.
- 5.3 PA/ and Presidents' Councils must make every effort to deposit all cash received from a fundraising activity within one business day, but in any event, no longer than three business days. No funds shall be kept in a member's home but shall be secured and locked in the school. PA funds will be taken to the bank for deposit by at least two authorized members.
- 5.4 Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PA minutes related to the expenditure, etc.
- 5.5 The treasurer shall present and distribute written copies of monthly financial reports and fundraising activity reports at all association meetings. The treasurer shall also prepare and distribute the January 31<sup>st</sup> interim and June annual financial accounting reports to the membership, Principal.

He/she shall make available all books or financial records for viewing by members upon written request and for audit.

- 5.6 The treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The treasurer, secretary, at least one other PA officer, and additional persons as needed shall be designated and approved by the PA executive board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the Principal before collecting fund raising proceeds from students. The treasurer and at least one other PA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within one business day of an activity deposit all monies, but

in any event, no longer than three business days., deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

All collected monies for next day bank deposit must be secured on school premises.

### **Article IX - Amendments**

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

These bylaws as set forth above have been voted on and approved by the Membership. The most recent amendment(s) were approved, in accordance with the provisions of Article IX, at the membership meeting held on Tuesday June 10 , 2014.

Signed By:

\_\_\_\_\_

President

\_\_\_\_\_

Recording Secretary

\_\_\_\_\_

(Month) (Day) (Year)

Filed with the Principal on \_\_\_\_\_  
(Month) (Day) (Year)

Filed with the District on \_\_\_\_\_  
(Month) (Day) (Year)