

BYLAWS

OF

Parent-Teacher Association of PS/ MS 278 Inc.



APPROVED BY THE MEMBERSHIP ON September 21, 2011

Article I - Name

The name of the association shall be **Parent-Teacher Association of PS/MS 278 Inc.**

Article II – Mission and Objectives

The Parent-Teacher Association of PS/MS 278 Inc. is the community of parents, guardians, teachers and administrators within our school. Our mission is to cultivate the community participation, programs, and funding needed to sustain a rich learning environment for our children.

Together we work to encourage parent collaboration in our children’s education, school governance and decision-making; to organize and raise funds for activities, enrichment programs and capital improvements; and to facilitate communication and a cooperative working relationship between the families and the staff of our school.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending PS/MS 278 are automatically members of the Parent-Teacher Association (“PTA” or “Association”). Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS/MS 278. Parents of a child who is attending PS/MS 278 full time while on the register of a citywide program are automatically members of the Parent-Teacher Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the school.

Section 2 Donations

Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make a voluntary donation of \$5.00.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at PS/MS 278 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher, paraprofessionals, school aides, school secretaries, and food service workers currently employed at the school shall be entitled to one vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in CR A-660.

Article IV – Officers

Section 1 Titles

The officers of the Association shall be: president or co-presidents, vice president or co-vice presidents, secretary or co-secretaries, treasurer, translating secretary or co-translating secretaries. The Association must elect the mandatory officers: president, secretary, and treasurer, in order to be a functioning PTA. There shall be no qualifications for any office other than to be a parent of a child attending PS/MS 278.

Section 2 Term of Office and Term Limits

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

Term limits for each officer position for the Association shall be **2** consecutive one-year terms. The 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.

Section 3 Duties of Officers

President or Co-Presidents: The president shall preside at all meetings of the Association 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 parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. 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 be one of the signatories on checks. The president shall attend OFEA professional development seminars relating to Association leadership. The president shall assist with the June transfer of PTA records to the incoming executive board. In the event that the Association elects co-presidents, 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 and which co-president will serve as the school's representative to the region/district presidents' council.

Vice President or Co-Vice Presidents: The vice-president or co-vice presidents shall 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 vice-president or co-vice presidents shall be one of the signatories on all checks. The vice-president or co-vice presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

Secretary or Co-Secretaries: The secretary shall maintain the official record (minutes) of the proceedings and actions of all Association meetings. The secretary's responsibilities shall include the preparation of notices, agendas,

sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each Association meeting and shall make copies of the minutes available upon request. The secretary shall maintain custody of the Association's records on school premises. The 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 secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association. The secretary shall assist with the June transfer of all PTA records to the incoming executive board.

Translating Secretary or Co-Translating Secretaries: The translating secretary or co-translating secretaries shall be responsible for reviewing, maintaining and translating all correspondences addressed to and from the Association, web communications, e-mails, and other communications, as necessary.

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. The treasurer shall be prepared to present and provide copies of financial reports at all Association meetings. The treasurer 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 members upon request and for audit. The treasurer shall attend OFEA professional development seminars relating to financial affairs. The treasurer shall assist with the June transfer of all PTA records to the incoming executive board.

Section 4 Election of Officers

Officers shall be elected between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election by May 1.

Members of any Community or Citywide Education Councils are not eligible to serve as elected officers of the Association. Employees of the school, including parent coordinators, may not serve as Association officers.

4.1. Nominating Committee: A nominating committee must be established during the February general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members 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 PS/MS 278 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 solicit candidates from 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 meeting. This includes the following:

- canvassing the membership eligible candidates throughout the months of February-April;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660. Notices should be translated into languages spoken by parents in the school;
- 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 April meeting;
- scheduling the election 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;

If a nominating committee is not or can not be formed an expedited nominations and election process as outlined in Chancellor's Regulation A-660 must be conducted by the appropriate presidents' council and/or the Office for Family Engagement and Advocacy.

4.2. Notices: The meeting notice and agenda for the Spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school, whenever possible. The distribution date 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.

4.3. Contested Elections and Use of Ballots:

- Written ballot 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.
- 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 shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an

officer. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming secretary.

4.4. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion for the recording secretary to cast the electing ballot for the entire assembly to elect the candidate to office. That action must be recorded in the minutes.

4.5. Officer Vacancies:

All 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 an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the secretary and immediately turn over all Association records. The ranking of officers for succession purposes shall be: President, Vice President, Treasurer, Secretary, and Translating Secretary.

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations for must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 Education Council Selectors

In accordance with Chancellor's Regulation D-140, in the case of co-presidents, co-Secretaries and/or co-treasurers, the remaining executive board members will determine who will be the CEC, CCSE, CCELL or CCHS selectors.

Section 5 June Transfer of Records

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

Section 6 Disciplinary Action

Any officer who fails to attend three (3) consecutive executive board or general membership 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.

In other instances where an elected officer(s) of the Association has been accused of being neglectful of his/her duties, an officer(s) may be removed only after:

- A motion is presented by any PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- The majority of the review committee must be comprised from the general membership. Executive board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a general membership meeting within a period not to exceed forty-five calendar days from the date of the establishment of the review committee. The Association's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the Association and chairpersons of standing committees. Persons employed at PS/MS 278 shall be ineligible to serve as an 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 from September through June, on the second Tuesday morning of each month at 8:00 a.m. unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous Tuesday as determined by the executive board. Written notice of each executive board meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten days prior to the scheduled meeting. The date of distribution shall appear on all notices.

Section 3. Voting

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

Section 4. Quorum

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

Article VI – General Membership Meetings

Section 1 General Membership Meetings

- 1.1. The general membership meetings of the Association shall be held monthly from September through June, and will alternate between the third Wednesday evening of the month at 6:30 pm and the third Friday morning of the month at 8:00 a.m., unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous Wednesday/Friday as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten days prior to the scheduled meeting. The date of distribution shall appear on all notices.
- 1.2. All meetings, including committee and executive board meetings must be held in the Association's home school. Under no circumstances are PTA meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4. Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2 Order of Business

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

- Call to Order
- Reading and Approval of Minutes
- 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 two (2) members of the executive board in addition to six (6) 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 upon request to any member.

Section 5 Special Membership Meetings

- 5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 Upon receipt of a written request from five (5) Association members, the president must call a special membership meeting within five working days of the request and with 48 hours written notice to parents.

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

- 1.1 The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the Association are the following:

Budget: The budget committee shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)

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.

501(c)(3): The 501(c)(3) committee shall oversee the application for non-profit status and compliance with non-profit regulations.

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, or vice president shall be authorized to sign checks. All checks require at least two signatures. Signatories shall not be related by blood or marriage.

Section 3 Budget

3.1 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 May meeting.
- 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.
- The executive board must present the budget process for membership approval no later than the October meeting.
- The counting of any cash, checks, or money orders received requires at least two non-related PTA members to participate. Received monies shall be counted within 24 hours of receipt, recorded and be signed by the authorized PTA member whenever possible. All monies must be counted in school.
- No parent or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
- All funds shall be deposited in the bank account by authorized board members within 24 hours of receipt, whenever possible. No funds shall be kept in a member's home but shall be secured and locked in the school, except in the case that a PTA member receives a donation outside of the school property; in such case the funds will be delivered to the school within the next 24 hours or on the next business day if received on a weekend or school holiday. PTA funds will be taken to the bank for deposit by at least two authorized members.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.)

3.2 All disbursements and expenditures shall be consistent with New York State not-for-profit corporation law and Section 501(c)(3) of the Internal Revenue Service code.

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.
- 3.5 Out-of-pocket expenditures by members purchasing supplies for approved, budgeted events will be reimbursed promptly following the submission of a receipt. The maximum reimbursable amount for out-of-pocket expenditures is \$50 without prior approval (which should be obtained whenever possible) or \$500 with prior approval.
- 3.6 The executive board is authorized to make an emergency expenditure not to exceed \$200 with a two-thirds approval by 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 3 to 5 persons. 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.
- 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 transaction 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 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.
- 5.2 The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raiser proceeds from students. The treasurer and at least one other PTA officer shall transport all funds to the

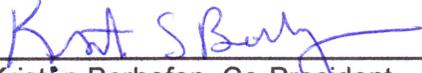
bank, and deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX - Amendments

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must 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 was approved, in accordance with the provisions of Article IX, at the membership meeting held on September 21, 2011.
(Month) (Day) (Year)

Signed By:


Kristin Borhofen, Co-President

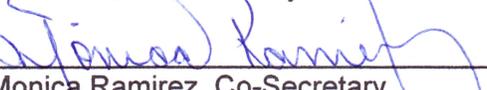

James Ransom, Co-President

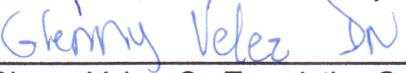

Matthew O'Shea, Co-Vice President


Seana Wyman, Co-Vice President


Anne Shikany, Treasurer


Djane Hill, Co-Secretary


Monica Ramirez, Co-Secretary


Glenn Velez, Co-Translating Secretary


Elba Liranzo, Co-Translating Secretary

September 21, 2011