

# BYLAWS

OF

**Parent-Teacher Association of PS/ MS 278 Inc.**



UPDATED AND APPROVED BY THE MEMBERSHIP ON FEBRUARY 10, 2021

## **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 staff 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). 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 PTA. At the beginning of each school year, the PTA 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 may be asked to make a voluntary donation.

### 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 Chancellor's Regulations A-660 (CR A-660). All members must avoid acting in circumstances in which their personal interests conflict with their interests as PTA members or officers, such as business dealings with the school, the community school district or the Department of Education. Such relationships or interests must be disclosed to the membership. 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 PTA shall be: president or co-presidents, vice president or co-vice presidents, secretary or co-secretaries, treasurer, translating secretary or co-translating secretaries. Co-officers must run on the same ballot during the election process. There can be up to four members-at-large. The members-at-large shall be voting members of the Executive Board but not officers. Members-at-large shall be expected to undertake a leadership role in a major fundraising or community building event. Up to two of these positions will be held for incoming members to be elected in the Fall. This Fall election will be held no later than the October general membership meeting. The PTA must elect the mandatory officers: president, secretary, and treasurer, in order to be a functioning PTA. In the event that no eligible parent is interested in running for a sole officer position, the PTA may take nominations for the office to be split among two co-officers. Each co-officer must assume the duties of such officer as outlined below.

### **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. Eligibility for office is limited to parents (as defined in Article III).

Term limits for each officer position for the PTA shall be two 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 or co-presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for the members. The president or co-presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The president or co-presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The president or designated co-president (see bylaws provision below) 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 PTA 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 or co-president is unable to attend district presidents' council meetings, the President or co-president must transfer all voting rights to a designee of her/his choosing. 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 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 either of the co-presidents or his/her designee shall represent the PTA on district committees. The president or co-presidents shall assist with the transfer of PTA records to the incoming Executive Board.

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 May transfer of PTA records to the incoming Executive Board.

Secretary or Co-Secretaries: The secretary or co-secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. The secretary's or co-secretaries' responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary or co-secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. The secretary or co-secretaries shall maintain custody of the PTA's records on school premises. The secretary or co-secretaries 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 or co-secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The secretary or co-secretaries shall assist with the May 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 PTA, web communications, e-mails, meeting minutes, and other communications, as necessary.

Treasurer or Co-treasurers: The treasurer or co-treasurers shall be responsible for all financial affairs and funds of the PTA. The treasurer or co-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 or co-treasurers shall adhere to and implement all financial procedures established by the PTA. The treasurer or co-treasurers shall be prepared to present and provide copies of financial reports at all PTA meetings. The treasurer or co-treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer or co-treasurers shall assist with the May 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 PTA. Employees of the school, including parent coordinators, may not serve as PTA 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 that year. 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 May 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 cannot be formed an expedited nominations and expedited election process as outlined in CRA-660 must be conducted.

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. The result of the motion 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 PTA 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.

4.7. School Leadership Team Parent Member Elections: The election of parent members to the School Leadership Team (SLT) may take place during the same general membership meeting as PTA officer elections. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin. The election of parent members to the SLT should follow the same or similar election procedures as PTA officer elections.

## 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 6 May 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. Outgoing Executive Board members shall not retain copies of PTA records, including parent contact information. Prior to the conclusion of a PTA secretary's or co-secretaries' 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 or co-secretaries. Prior to the conclusion of a PTA Treasurer's term, he/she must make the necessary arrangements to provide all financial records, as well as information on the method of

record keeping used by the PTA. At least one formal meeting between outgoing and incoming officers shall be scheduled during the month of June for this purpose, organized by the outgoing president or co-presidents. Individual meeting(s) between outgoing and incoming officers sharing the same office must be held before June 30th.

## Section 7      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 PTA 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 sixty (60) calendar days from the date of the establishment of the review committee. The PTA'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).
- The result of the disciplinary motion must be submitted in writing to the school's Principal.

## **Article V - Executive Board**

### Section 1      Composition

The Executive Board shall be composed of the elected officers of the PTA and members-at-large.s. Persons employed at PS/MS 278 shall be ineligible to serve as an elected officer of the PTA. 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, at a date and time agreed by the incoming board at the outset of their tenure and noted on the school calendar. 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. School administration must be notified at least 30 days in advance of meeting dates, in order that they have time to schedule security at the school. If a scheduled date becomes difficult, its time and date may be changed, with 10 days-notice given to the membership. Executive Board meetings are open to all members as observers. Observers may attend but may not speak during the Executive Board meeting.

### Section 3. Voting

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

### Section 4. Quorum

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. Executive Board meetings are open to all members, however, individuals who are not Parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 calendar days written notice of any Executive Board meeting.

## **Article VI – General Membership Meetings**

### Section 1 General Membership Meetings

1.1. The general membership meetings of the PTA shall be held monthly from September through June. At the September EB meeting, a schedule of all EB and General Membership meetings must be created and submitted to membership. General Membership meetings will take place the third Wednesday evening of the month at 6:30 pm, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following or previous Wednesday 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. If a scheduled date becomes difficult, its time and date may be changed with 10 days-notice to the membership.

1.2. General Membership and Executive Board meetings must be held in the PTA's home school. Under no circumstances are PTA meetings to be held in private residences or commercial venues (e.g., restaurants, private clubs, etc.)

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 PTA, unless changed by the Executive Board shall be:

- Call to Order
- Reading and Approval of Minutes



- Principal's Report
- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Featured Speakers
- Adjournment

### Section 3 Quorum

A quorum of two (2) members of the Executive Board in addition to six (6) members of the PTA shall be required in order to conduct official PTA business.

### Section 4 Minutes

Minutes of the previous meeting shall be available in written form in English and Spanish and read for approval at every general membership meeting. The reading of the minutes can be waived if a motion is made and seconded. The minutes of any PTA meeting must be made available upon request to any member and posted on the school website.

### 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) PTA 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. The standing committees of the PTA are the following:

Budget: The budget committee, chaired by the treasurer or co-treasurers, 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 compliance requirements of non-profit organizations..

## **Article VIII - Financial Affairs**

### **Section 1      Fiscal Year**

The fiscal year of the PTA 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. An PTA member may not sign a check if she/he has any direct or indirect interest in the vendor business or expenditure.

### **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 June 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. Funds 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 \$250 with a two-thirds approval by the Executive Board. These expenditures shall be reported to the general membership at the next PTA meeting in writing by the treasurer or co-treasurers. The minutes of the meeting must reflect a vote taken by the PTA to accept this action.

#### Section 4 Audit

4.1 The president or co-presidents shall request volunteers to form an audit committee of 3 to 5 persons. Executive Board members who are not eligible signatories on PTA 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 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.

4.3 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 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 or co-treasurers 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 or co-treasurers shall be responsible for all funds of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the

Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other 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 PTA 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 PTA 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 February 10, 2021.

Signed By:

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Tamara Reilly, President

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Alexandra Arguedas, Co Vice-President

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Irma Gomez-Dib, Co Vice-President

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Rebecca Martinez, Secretary

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Maureen Dennehy, Treasurer

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Joanny Santana, Co-Translating Secretary