



# BYLAWS

OF

The P.S. 130 PTA

APPROVED, AS AMENDED, BY THE MEMBERSHIP  
ON September 14, 2017

Ashley Kreamer  
Lisa Zelnick

PRESIDENT'S NAME

PRESIDENT'S SIGNATURE

10/2/2017

DATE

Owen Martin

OFFICER'S NAME

Treasurer

TITLE

OFFICER'S SIGNATURE

10/2/17

DATE

## **Article I - Name**

The name of the association shall be the **PS 130 PTA**.

## **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 develop a cooperative working relationship between the parents and staff of our school;
3. to develop parent leadership and build capacity for greater involvement by all parents in our school community;
4. to foster and encourage parent participation on all levels; and
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 PS 130. Parents, legally appointed guardians or persons in parental relation to students on the register at PS 130 are automatically members of the PTA. In the beginning of the school year, the PTA shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Membership is open to all teachers currently employed at PS 130.

### Section 2 Donations

Donations are not a requirement for membership, voting, or running for office. The executive board may decide to request that each member make a voluntary donation, in an amount established by the board annually.

### Section 3 Voting Privileges:

Each parent of a child currently enrolled at PS 130 shall be entitled to one vote on all matters presented at general membership meetings. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at PS 130 shall be entitled to one vote.

The right of any member to vote is subject to the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660). No member shall vote on any matter in which they have a direct or indirect financial interest.

## **Article IV – Officers**

## Section 1 Titles

The Executive Board shall be comprised of the PTA Officers (the "Officers"). The Officers may include but are not limited to the following: **President or Co-Presidents, Vice Presidents (4), Recording Secretary, Communications Secretary, Treasurer and one (1) to four (4) Members at Large.** The association must elect the mandatory core officers (president, recording secretary, and treasurer) in order to be a functioning association.

### Co-Presidents

In the event that two eligible parent members are interested in running for the sole office position of President, the association may take nominations for the positions of Co-Presidents. Co-officers must run together as a slate in order to serve together. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election. Co-Presidents will assume the duties of the President outlined below. The term of office for Co-Presidents shall be for one year as outlined below.

Additional executive board officers may be elected as needed, but the creation of those additional officer positions must be presented for approval by the vote of the general membership.

There shall be no qualifications for any office other than to be a parent, legal guardian or person in parental relation of a child attending PS 130. Persons employed by PS 130, including parents, may not serve as officers.

## Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30<sup>th</sup>, except Member(s) at Large, whose term limits shall be from October 1 through June 30<sup>th</sup>. Officers other than the Member(s) at Large shall be elected no later than the second Friday in June for a one-year term beginning July 1. Member(s) at Large shall be elected at the September association meeting. Term limits for each officer position for the association, including chairpersons of Standing Committees, shall be two consecutive one year terms. Candidates may be elected to serve in a third term provided no other interested candidate is nominated and willing to serve.

## Section 3 Duties of Officers

- 3.1 President or Co-Presidents: The president or co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president (see bylaws provision below) shall attend all regular meetings of the Presidents' Council (except as agreed otherwise by the executive board), and

shall be a core member of the School Leadership Team. In the event 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. 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 eligible signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PTA on region/district committees. The president or co-presidents shall assist with the June transfer of association records to the incoming executive board.

3.2 Vice Presidents (4): All four vice presidents shall be available to assume the duties of the president in his or her absence, or to assist the President as requested. All Vice-Presidents shall assist with the June transfer of all association records to the incoming executive board.

3.2.1 Vice President, after-school enrichment: The duties of this Vice President shall include serving as the Chair of the After-school Enrichment Committee and organizing and administering the after-school enrichment program.

3.2.2 Vice President, fundraising: The duties of this Vice President shall include, but not be limited to, serving as the Chair of the Fundraising Committee, and administering and coordinating fundraising activities of the PTA, with the support and assistance of the fundraising committee and ad hoc committees, and members as appropriate.

3.2.3 Vice President, social events: The duties of this Vice President shall include, but not be limited to organizing and coordinating social events for the PTA, with the support and assistance of ad hoc committees and members as appropriate.

3.2.4 Vice President, community affairs: The duties of this Co-Vice President shall include, but are not limited to, serving as Chair of the Financial Review Committee, and organizing and administering the community-facing work of the PTA, including participatory budgeting and other opportunities to engage with our broader community and other schools, as appropriate to serve the interests of the PTA.

3.3 Recording Secretary: The recording secretary shall record the official record (minutes) of the proceedings and actions of all association meetings. In coordination with the president and communications secretary, responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed, and providing assistance to the communications secretary as appropriate. The recording secretary shall be a member of the membership committee. The recording secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon 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 bylaws with the latest amendments are on file in the principal's office. The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

- 3.4 Communications Secretary: The communications secretary shall facilitate communication between parents and the PTA, and work to ensure that all parents are informed about the activities of the PTA. He or she will be the chairperson of the membership committee, and shall work closely with the Parent Coordinator to ensure effective communication with parents, in the major languages spoken by families in the school. The communications secretary will coordinate the PTA's website content, social media activity, and email updates, and communicate with class parents about PTA events or other matters as appropriate. The communications secretary shall assist with the June transfer of all association records including passwords and access to communication accounts to the incoming executive board.
- 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 and CR A660. The treasurer shall present and be prepared to provide copies of a written financial report at all association meetings. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare and provide the January 31 interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all association records to the incoming executive board.
- 3.6 Member(s) at Large: One to four members at large shall participate in all deliberations of the Executive Board and vote on matters before the Board. They shall perform such tasks (including the chairing of committees or coordinating PTA events) as may be assigned by the president, with the approval of the Executive Board.
- 3.7 School Leadership Team Membership: The president of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event of co-presidents, refer to Article IV, Section 3.1 of the association's bylaws.) The president or co-presidents may, with approval of the Executive Board, delegate another member of the Board to serve as the PTA representative on the SLT. All other parent member representatives shall be elected by the general membership.
- 3.8 General duties

All members of the Executive Board shall make best efforts to attend PTA meetings and regularly participate in scheduled PTA activities.

## Section 4 Election of Officers

The yearly election of all mandatory officers of the association (president, treasurer and recording secretary), co-vice presidents, and the communications secretary must be held by the second Friday in June. Elections for the members at large shall be held at the September meeting of the association. Any timeline established by the association 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 at least two weeks prior to the second Wednesday in May.

Employees of PS 130 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS 130.

- 4.1. Nominating Committee: A nominating committee shall be established during the February general membership meeting, which 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 130 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 for candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, at least ten calendar days in advance of any meeting(s), in English and other languages spoken by parents at the school, in accordance with CR A-660;
- notice regarding nominations must include information about the executive board positions to be filled, the mechanisms by which parents can become candidates for PTA office and the date nominations close, and a statement that the only qualification for all offices is that the candidate be a parent of a child in the school;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election immediately following the April meeting;
- determining and verifying the eligibility of all interested candidates prior to the election;
- reporting the names of previously nominated candidates during the April meeting;

- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the April meeting;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- notifying the principal of the date of the election in writing two weeks prior to the second Wednesday in May;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- completing the spring election during the time period between the day that falls ten days after the second Wednesday of May and the second Friday in June of each school year;
- ensuring that the election is certified by the principal or his/her designee immediately following the election; and
- maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed whichever is longer.

If a nominating committee cannot be formed by the end of February the association must proceed with an expedited election no later than the second week in June. The expedited election will occur at a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

- 4.2. Co-presidents: In the event that two members are interested in running for the shared office of president, they may be nominated together as a slate of co-presidents.
  
- 4.3. The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR-A-660's notice requirements, but in no event less than ten (10) calendar days prior to the election. All meeting notices and agendas shall be available in English and translated into the major languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. The notice shall list all candidate names in alphabetical order by surname under the office for which they are nominated, if nominations are closed.
  
- 4.4. Voting Requirements: There shall be one vote per member. Voting by proxy or absentee ballot is prohibited.
  
- 4.5. Candidate statements  
 In the event of a contested election, all candidates for office shall have an opportunity to present a statement to the membership that will be distributed to parents. In at the election meeting, each candidate shall be offered an opportunity to address the membership prior to voting. If a candidate is not present, he or she may select another member to read the candidate's statement.

- 4.6. Contested Elections and the Use of Ballots:
- Written ballots are required for all contested offices.
  - Names of candidates shall appear on the ballot in alphabetical order by last name under the title of the office(s) for which they were nominated.
  - 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 by the principal or designee (who must be a school employee).
  - 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 members.
  - Ballots must remain in the meeting room until the election meeting has been adjourned. 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. The association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
- 4.7. Uncontested Elections:  
In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers at the meeting where nominations are closed. The result of the vote must be recorded in the minutes.
- 4.6 Unfilled Positions:  
In the event that any of the non-mandatory board positions remain unfilled after the spring election, the Executive Board shall hold a special election in September or October to elect those officers.
- 4.7 SLT Parent Member Elections:  
The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as PTA officer elections after the election of PTA officers has concluded.

Section 5 June Transfer of Records

The outgoing executive board members 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 members, including all parent contact information obtained during their term of office, a list of Association vendor accounts, and internet logins. 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 or region presidents' council during this process.

Section 6 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.

## Section 7 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 one of the vice presidents (by agreement of the board) or next highest ranking officer. In the event that the mandatory offices (President, Recording Secretary and Treasurer) 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 recording secretary and immediately turn over all association records. In the event of a resignation of the secretary, he/she must transfer records to the President or Co-Presidents.

## Section 8 Special Expedited Election Process

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 a special election 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.

## Section 9 Removal From Office / Disciplinary Action

### 9.1 Grounds for removal from office:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

### 9.2 Officer Removal:

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.

#### a. Removal Process

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.

- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. The majority of the members of the review committee must not be executive board members. This committee will gather information (such as by examining documents, interviewing witnesses, etc.) and provide the Association with a recommendation in writing based on all pertinent facts and information, within 30 days of the motion to remove an officer. The office(s) against whom charges are being contemplated has a right to present relevant facts, documents and witnesses.
- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

### **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). Officers are expected to attend all executive board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason for repeated nonattendance is rendered in writing.

Section 2      Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first Monday of each month at 6:00pm unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous Monday. The Executive Board may agree upon meeting at a different time and/or regularly meeting more frequently than once a month. If the Executive Board does agree upon a different time for its meetings, the revised meeting time shall be communicated to the general membership in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.

Section 3      Voting

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

Section 4      Quorum

Four (4) 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. Unless altered by agreement of the Board with input from the general membership and the principal, the general membership meetings of the association shall be held on the third Thursday of each month from September through June at 6:00p.m. If such date falls on a legal or religious holiday, the meeting shall be held on the following or previous Thursday, as determined by the executive board. Written notice of each membership meeting shall be distributed in all applicable languages, whenever possible. Ten calendar days notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices. If a general membership meeting must be rescheduled at a different time, written notice shall be distributed to parents and the revised information shall be posted in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.
- 1.2. All meetings, including 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.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate in general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4. Observers may 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
- Reading and Approval of Minutes
- President's Report
- Committee Reports
- Old Business
- New Business
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Adjournment

## Section 3 Quorum

A quorum of 20 members of the association (including at least nine general association members and three executive board members) 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 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 In addition, upon receipt of a written request from five (5) association members, the president must call a special membership meeting within 5 calendar days of the request and with 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 that they are not inconsistent with law, policy, regulation and these bylaws.

**Article VII - Committees**

Section 1 Standing Committees

The PTA shall have the following standing committees:

After-school Enrichment: The After-school Enrichment Committee shall have responsibility for establishing the vision, mission and programmatic direction of the after-school enrichment program. The chairperson of the Committee shall be the Vice President of After-School Enrichment. The committee shall consist of the committee chairperson, and additional parent volunteers, who meet at least once a month throughout the year to oversee the management of the program. The committee shall adopt the policies and practices necessary for the overall operation and administration of the program.

Financial Review: The financial review committee shall conduct an internal financial review or shall recommend that an external audit of all financial affairs of the organization be conducted based on their initial findings. The treasurer shall make all books and records available to them. The financial review 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.

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 no later than the June membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Fifth grade committee: The Fifth Grade Committee shall be responsible for sharing information about middle school with fifth grade families and organizing fundraisers to support the fifth grade activities. The Chair or Co-Chairs of the Fifth Grade Committee shall attend executive board meetings, and keep the board advised about Fifth Grade activities and fundraising.

Fundraising: The Fundraising Committee shall be responsible for coordinating the fundraising activities of the PTA, including but not limited to fundraising events and the annual appeal. It shall work closely with the Executive Board and school administration to determine fundraising goals, and with the ad hoc committees to coordinate their activities as appropriate. The chairperson of the fundraising committee shall be the Vice President of Fundraising.

Membership: The membership committee shall be responsible for encouraging parent participation through outreach and recruitment. The Communications Secretary shall serve as the chairperson of the membership committee, and will coordinate the committee's outreach efforts and strategies with the school's Parent Coordinator. The Recording Secretary shall be a member of this committee. The membership committee shall prepare a newsletter to all members at least once a year which contains, at a minimum, messages from the PTA president; a list of executive board members and all association meeting dates; information about student and parent events, school policies, and the association budget; and any other material deemed appropriate by the Executive Board. The committee shall also be responsible for maintaining a current list of members, and updating email contact information for members, and supporting the Class Parent program in conjunction with the Parent Coordinator.

## Section 2 Ad Hoc Committees

- 2.1 Ad hoc parent involvement committees shall be created from time to time and exist to fulfill the PTA's objectives. These committees include, but are not limited to, the following: Art Committee, Garden Committee, Music Committee, Health & Nutrition Committee and the Yearbook Committee. Each Committee shall be chaired by a member of the Executive Board, or by another PTA member upon majority approval of the Executive Board. Any PTA members desiring to form a new committee are welcome to do so with approval of a majority vote of the Executive Board.
- 2.2 Ad hoc committee chairpersons (or their delegates) are requested to attend

monthly Executive Board meetings. In the event that an ad hoc committee chairperson is unable to attend, they shall provide information to the president about their activities that month and all planned upcoming activities in advance of the Executive Board meeting. Ad hoc committee chairpersons may not vote during Executive Board meetings unless the Executive Board votes to make an ad hoc committee a standing committee, with approval of the general membership.

Section 3 Notice, committee membership, and chairpersons

- 3.1 Information about all standing and ad hoc committees shall be presented to the general membership at or before the May membership meeting and at the September meeting, and made available regularly to the general membership by the Membership Committee, such as through newsletters, bulletin boards, and the PTA website.
- 3.2 Chairpersons of all committees are responsible for recruiting members from the general membership, and ensuring that regular meetings of their committees occur. In the event that a committee is not able to meet the obligations set forth in these bylaws, the chairperson must immediately inform the Executive Board, which will decide on a course of action. In the event that a committee chairperson (other than an Executive Board member) is unable or unwilling to perform his or her duties, he or she may be removed by the President after a vote of the executive board. A committee chairperson who is also an Executive Board member may be removed from office for being derelict or negligent in the performance of his or her duties as chairperson, consistent with the provisions of Article IV, Sec. 9.

**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 and handling of funds

- 2.1 The president or co-presidents and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. Signatories shall 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.
- 2.2 The counting and handling of any cash, checks, or money orders received requires at least two non-related association members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized association members. All monies must be counted at school.

No parent and/or staff members shall collect fundraising proceeds from any student without approval from the principal, and no fundraising activities may

take place on school property without the principal's written consent.

Every effort shall be made to deposit funds in the association bank account by within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. No funds shall be kept in a member's home but shall be secured and locked in the school.

Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the expenditure, etc.)

### Section 3 Budget

- 3.1 The budget committee shall consist of five (5) persons and be chaired by the treasurer. The committee shall be responsible for:
- Presenting the budget 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;
  - 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.
- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 The executive board is authorized to make an emergency expenditure not to exceed \$300.00 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 Financial review

- 4.1 The president shall request volunteers to form an financial review committee of 3 to 5 persons, which shall be chaired by the Vice President of Community Affairs. 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 financial review 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 financial review committee may also recommend an external audit of the association's financial records be conducted.
- 4.3 Additional duties of the financial review committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 The financial review committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting, 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 and provide copies of the Interim Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting, including all income, expenditures, and other transactions, to 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 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 executive board member, and additional persons as needed shall be designated and approved the 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 fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within the next banking day, 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 the next day bank deposit must be 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 was 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. These bylaws shall not contain language that does not conform with Chancellor’s A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

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 14, 2017.

Signed By:   
President   
Recording Secretary   
10 / 02 / 2017  
(Month) (Day) (Year)

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