

BYLAWS

OF

The Parents' Association of the Salk School of Science

ARTICLE I - NAME

The name of the association shall be The Parents' Association of the Salk School of Science.

ARTICLE II - OBJECTIVES

The objectives of the Association shall be:

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

ARTICLE III - MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

Membership in the PA shall be limited to parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending The Salk School of Science. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending The Salk School of Science are automatically members of the Association; no membership form is necessary. At the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.

Section 2. DONATIONS

Donations are not a requirement for membership, voting, or running for office. Each member may be requested to make a voluntary donation.

Section 3. VOTING RIGHTS

Each member of the PA shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Section 4. NOTICES

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via email and by backpack. Emails will be sent to the parent account established by The Salk School of Science for each student, however, if parents provide a different email address to the PA for notices such email address may be used. Notices, ballots, and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, emails are sent as of the date they are first sent and backpack flyers are deemed sent as of the date they are first distributed. Mail is deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, "calendar days" is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

ARTICLE IV - OFFICERS

Section 1. TITLES

The officers of the PA shall be: President or Co-Presidents, Vice President or Co-Vice Presidents, Recording Secretary or Co-Recording Secretaries, and Treasurer or Co-Treasurers.

The PA must elect the mandatory core officers (President, Secretary, and Treasurer) in order to be a functioning PA.

In the event that no eligible parent is interested in running for a sole officer position, the PA may take nominations for the office to be split among multiple co-officers as provided below. Each co-officer must assume the duties of such officer as outlined below.

The office of the President may be split among two or three co-officers. The office of the Vice President may be split among two co-officers. The office of the Recording Secretary may be split among two co-officers. The office of Treasurer may be split among two co-officers. There will be up to five grade representatives for each grade.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1st through June 30th. Officers shall be elected at the June meeting for a one-year term beginning July 1. Eligibility for office is limited to parents (as defined in Article III).

There are no term limits.

Section 3. DUTIES OF OFFICERS

All officers shall be active participants in the business of the Executive Board, in school events and fundraisers, and in all meetings.

- 3.1 President or Co-Presidents: The President or Co-Presidents shall preside at all meetings of the PA 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 PA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PA members and shall encourage meaningful participation in all PA 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 PA elects Co-Presidents, the remaining executive board members in consultation with the PA will determine which Co-President will serve as the core member of 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 PA on district committees. The President or Co-Presidents shall assist with the June transfer of PA records to the incoming Executive Board.
- 3.2 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 assist with the June transfer of PA records to the incoming Executive Board.
- 3.3 Recording Secretary or Co-Recording Secretaries: The Recording Secretary or Co-Recording Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PA meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets, and materials distributed. The Recording Secretary or Co-Recording Secretaries shall prepare and read the minutes of each PA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PA's records on school premises. The Recording Secretary or Co-Recording Secretaries shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PA bylaws with the latest amendments are on file in the principal's office. The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing,

maintaining, and responding to all correspondence addressed to the PA. The Recording Secretary and the co-recording secretary shall assist with the June transfer of all PA records to the incoming Executive Board.

- 3.4 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PA. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st 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 or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PA records to the incoming Executive Board.
- 3.5 Vice President of Fundraising or Co-Vice Presidents of Fundraising: The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall be an active participant in the business of the Executive Board and is responsible for coordinating fundraising efforts held by the PA inside and outside of the school throughout the year. The Vice President of Fundraising or Co-Vice Presidents of Fundraising are expected to serve as the Chairperson or Co-Chairpersons of at least two events or fundraising activities. If there is not a Vice President of Fundraising or Co-Vice Presidents of Fundraising, individuals may be elected to the office during an expedited election held no later than the October General Membership meeting.
- 3.6 Vice President of School Activities/Events or Co-Vice Presidents of School Activities/Events: The Vice President of School Activities or Co-Vice Presidents of School Activities shall be an active participant in the business of the Executive Board, in school events and fundraisers, and all meetings. The individual(s) in this role shall be responsible for coordinating and overseeing PA events and activities taking place in the school, including hospitality events, community events, and parent events. The Vice President of School Activities or Co-Vice Presidents of School Activities are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising activities. If there is not a Vice President of School Activities or Co-Vice Presidents of School Activities, individuals may be elected to the office during an expedited election held no later than the October General Membership meeting.
- 3.7 Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership: The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership are responsible for coordinating PA activities among members and ensuring timely and meaningful communications among parents, teachers, and the school staff. The Vice President of Communications and Membership or Co-Vice Presidents of

Communications and Membership shall be responsible for acting as a liaison with parents and for encouraging their involvement, as well as the involvement of the outside community in school and PA-sponsored activities and fundraising events. The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership shall be responsible for maintaining and updating the Association's website. The Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership are expected to serve as Chairperson or Co-Chairperson of at least two events or fundraising activities. If there is not a Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership, individuals may be elected to the office during an expedited election held no later than the October General Membership meeting.

3.8 Grade Representatives: The 6th Grade Representatives, 7th Grade Representatives, and 8th Grade Representatives shall act as liaisons between their grade and the Executive Board. They are expected to chair or co-chair 1-2 events, to work with other Executive Board Members in community building and fundraising activities, and to support the overall operations of the PA to the best of their ability. There will be an expedited election for the 6th Grade Representative which will be held no later than the October General Membership Meeting. If there are not yet five grade representatives for the 7th and 8th grades, additional representatives may also be elected during an expedited election held no later than the October General Membership Meeting.

3.9 School Leadership Team Membership: The President or Co-President of the PA shall automatically serve as a core member of the School Leadership Team. (In the event that the PA elects Co-Presidents, refer to Article IV, Section 3.1 of the PA's bylaws.) All other Parent member representatives shall be elected by the general membership.

- School Leadership Team Nominations and Elections: School Leadership Team Parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team¹ vacancies and election information will appear on the May general membership meeting notice. Nominations for School Leadership Team Parent members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting.
- Election: Notice of the Election of School Leadership Team members will be included in the notice of the general membership meeting. Election of School Leadership Team members shall take place following the election of the Association's Executive Board at the May or June general membership meeting.

- Vacancy: A vacancy shall be filled by a special expedited election held at a general membership meeting.

Section 4. ELECTION OF OFFICERS

- 4.1 Nominating Committee: A nominating committee shall be established and approved by the general membership during the March general membership meeting. The committee shall consist of one to four (1-4) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President or Co-Presidents, subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson. No person employed at The Salk School of Science shall be eligible to serve on the nominating committee. An outgoing Executive Board Member may serve on the nominating committee provided they are not seeking election for another position.

Members of the nominating committee are not eligible to run for office.

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

- canvassing the membership throughout the month of March for all eligible candidates in ways that maximize member participation;
- any written notices soliciting recommendations must be distributed to the entire membership;
- preparing and distributing all notices at least five calendar days in advance of any meeting(s) pertaining to the nominations and
- election process in English and other languages spoken by Parents in the school;
- preparing ballots, attendance sheets, ballot box, tally sheets, and all other materials pertaining to the election immediately following the May meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. Parent members with one child graduating and another child entering the school may run for any office other than 6th Grade Representative or Co-Representative during spring

elections, but if such office is a mandatory office such parent must run as a co-officer for such position. The principal must certify to the membership that the candidates being considered are eligible to run for office;

- reporting the names of previously nominated candidates during the May meeting;
- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May 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 and time of the election in writing by April 1st; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections;
- scheduling the election at a time that ensures maximum participation;
- elections must only be conducted at an in-person meeting or a meeting on a virtual platform. Conducting elections in a hybrid meeting is not permitted;
- all voting must be done in person or using a virtual platform polling feature. Voting by proxy, absentee ballots, or email is not permitted;
- ensuring that only eligible members receive a ballot for voting. the principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA prior to the distribution of ballots;
- completing the spring election during the June meeting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 6);
- maintaining on file (on school premises) the ballots from any contested election for a period of one year or until a determination of any grievance is filed, whichever is longer.
- If a nominating committee is not/cannot be formed by the end of April, the Executive Board for the following school year shall be determined based upon a special expedited election pursuant to Article IV, Section 8 and

Chancellor's Regulation A-660 by no later than the last day of school.

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. The Notice of Election Meeting must be in writing and must include:

- Date, time, and location of election.
- Meeting format (in-person or VRP)
- A list of all executive board positions to be filled.
- A statement that the only qualification for all offices is that the candidate be a parent of a child in the school.
- The mechanism(s) by which parents can become candidates for PA office and the date nominations close.
- For expedited elections, a statement that all nominations will be taken from the floor at the election meeting.
- Candidates' names may be included only if nominations are already closed.
- Term limits, if they are included in the bylaws.
- Date that notification was distributed to all parents and means of distribution.
- All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The Notice of Election Meeting must be in writing and must include:

4.3 Contested Elections and Use of Ballot:

- For in-person voting, a 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.
- For in-person voting, 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.

- For in-person voting, ballots shall be counted immediately following the conclusion of the voting and in the presence of at least three observers from the general membership. Ballots must remain in the meeting room until the election meeting has been adjourned.
- For in-person voting, ballots shall be retained for one year on school premises in the PA office or until the determination of any grievance filed concerning the election, whichever is later.
- For virtual platform voting, a printed record of electronic ballots must be maintained among the records of the association and be made available upon request.
- For virtual platform voting, records of votes in a PA election meeting conducted remotely must be retained by the PA for one year or until the determination of any grievance filed concerning the election, whichever is later

4.4 Candidate Rights in Contested Elections:

During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

4.5 Campaigning:

No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the PA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any PA or PC executive board, school or district leadership team, school or district Title I Parent Advisory Council, and CEC, CCSE, CCHS, or CCELL.

4.6 Presence for Vote:

A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.

4.7 Uncontested Elections:

If there is only one candidate for an office, a member must make a motion for the recording secretary to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

Section 5. CERTIFICATION OF THE ELECTION

The results of the election shall be announced by the chairperson of the nominating committee or by a member of the nominating committee selected to conduct the nominations and election process. The principal or her/his designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PA complete the PA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit the Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

Section 6. JUNE TRANSFER OF RECORDS

All PA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office.

Outgoing Executive Board members may not retain copies of PA records, including parent contact information. Transfer of physical documents/items must occur on school premises.

Prior to the conclusion of the President or Co-President's term, he/she must provide to the newly elected president login information for all the PA's accounts (e.g., email, website, memberships, bank, and other financials), as well as the password to the PA's computer and any keys to desks, filing cabinets, and safes.

Prior to the conclusion of the PA Recording Secretary or Co-Recording Secretaries term, she/he must make the necessary arrangements to provide the PA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Recording Secretary or Co-Recording Secretaries.

Prior to the conclusion of the PA Treasurer or Co-Treasurer's term, she/he must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PA.

Section 7. VACANCIES

The PA shall notify the principal and membership in writing of any vacancy in an office within 5 calendar days. Any vacancy shall be filled by succession of the next highest ranking officer or if succession fails to fill the vacancy by a special expedited election. If the PA has one or more officer vacancies prior to the start of the school year that is not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by no later than the October General Membership meeting.

The ranking of officers shall be as follows: President or Co-Presidents, Vice President or Co-Vice Presidents, Treasurer or Co-Treasurers Recording Secretary or Co-Recording Secretaries, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of School Activities/Events or Co-Vice Presidents of School Activities/Events, Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership. In the event that the mandatory offices (President, Secretary, and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the President or Co-Presidents. Upon resignation or removal of any 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.

Section 8. SPECIAL EXPEDITED ELECTION

8.1 General

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 at least 10 calendar days prior to the expedited election. The meeting notice must include a list of available officer positions, an acknowledgment that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and that nominations will be taken from the floor. All nominations 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.

8.2 Circumstances.

Special expedited elections are required when the PA has failed to conduct a valid annual election or was unable to fill an office vacancy by succession and for the election of 6th Grade Representative or Co-Representatives.

8.3 Written Notice

Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.

8.4 Conducting Special Expedited Elections

A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

8.5 Voting

When there is more than one candidate for an office, written or electronic ballots must be used in the manner specified in these bylaws for contested elections.

When there is only one candidate for an office, the PA may follow the procedures outlined above for uncontested elections.

Section 9. DISCIPLINARY ACTION

Any officer who fails to attend three (3) consecutive Executive Board meetings may 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 PA has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by a PA member during any meeting of the PA assembly to appoint a review committee. The motion must be approved by a 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 PA'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; ELIGIBILITY

The Executive Board shall be comprised of the elected officers of the PA: President or Co-Presidents, Vice President or Co-Vice Presidents, Treasurer or Co-Treasurers Recording Secretary or Co-Recording Secretaries, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of School Activities/Events or

Co-Vice Presidents of School Activities/Events, Vice President of Communications and Membership or Co-Vice Presidents of Communications and Membership, as well as elected Grade Representatives and Chairpersons of Standing Committees.

Persons employed at The Salk School of Science shall be ineligible to serve as an elected officer of the PA.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held on the second Wednesday or Thursday of the month at 9:30 am or 6:00 pm, September through June. In the event that these dates fall on a legal or religious holiday, the meeting shall be held on the following or the previous Wednesday or Thursday. If any Executive Board meeting is rescheduled, the Executive Board shall give the membership 5 calendar days' notice of the rescheduled meeting. Individuals who are not members of the PA may only attend Executive Board Meetings with the approval of the Executive Board.

Section 3. VOTING

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

Section 4. QUORUM

One more than half of the 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 5 calendar days written notice of any Executive Board meeting, which notice can include posting to a school calendar available to the entire general membership.

Section 5. CONTACT INFORMATION

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer. The list shall not include the home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is removed from general availability unless the officer gives written permission to the PA to maintain such information. The list must be updated regularly and be available in the principal's office and at every PA meeting. The list must also be posted on parent bulletin boards, distributed to parents at the beginning of the school year, and made available upon request by any member.

Section 6. **TREASURER’S REPORT**

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

ARTICLE VI MEMBERSHIP MEETINGS

Section 1. **GENERAL MEMBERSHIP MEETINGS**

1.1 The general membership meetings of the PA shall be held on the third Wednesday or Friday of each month, at either 9:15 am or 6:30 pm from September to June. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten calendar days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents.

1.2 All live meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences.

Meetings may be in person, hybrid, or virtual.

If an appropriate location that is accessible to people with disabilities exists within the school, in-person and hybrid meetings must be held in that location.

Meetings may be conducted virtually on a platform that allows for a dial-in option.

Hybrid meetings must be physically convened in the school building. PA bylaws may provide that members participating from remote locations may be counted toward a quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings.

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 General membership meetings are non-exclusive and open to the general public. Non-members may observe meetings, but may only speak and otherwise participate with the approval of the Executive Board.

1.5 At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting. The executive board must determine its capacity to host meetings using a particular format before presenting it to the general membership for approval. If the PA is unable to conduct general

membership meetings in either a virtual or hybrid format, it must continue to conduct in-person meetings.

Section 2. ORDER OF BUSINESS

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

- Call to Order
- Reading and Approval of Minutes
- Treasurer's Report
- Principal's Report
- President's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3. QUORUM

A quorum shall consist of two Executive Board members and six additional members of the PA (who may also be members of the Executive Board). At least 1 Executive Board member must be present at the school to conduct a meeting in a hybrid format. A quorum shall be required in order to conduct official PA business. In the absence of a quorum, the PA may have non-binding discussions.

Section 4. MINUTES

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

Section 5. SPECIAL MEMBERSHIP MEETINGS

- 5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President or Co-Presidents may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 In addition, upon receipt of a written request from ten (10) members stating clearly the need for a special meeting, the President or Co-Presidents must call a special

membership meeting within five working days of the request and with forty-eight (48) hours written notice to members stating the topic of the special meeting.

Section 6. PARLIAMENTARY AUTHORITY

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

ARTICLE VII - COMMITTEES

Section 1. STANDING COMMITTEES

The President or Co-Presidents 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. Committee meetings may be held virtually or at locations convenient to the members. The standing committees of the PA are the following:

Budget: The budget committee shall be chaired by the Treasurer or Co-Treasurers and 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 June membership meeting, and 3) presenting the budget process (*See Article VIII, Section 3.*). No additional members of the budget committee need be appointed, but if determined by the Treasurer or Co-Treasurers and President or Co-President as necessary, up to three additional members may be appointed.

Audit: The audit committee, if any is convened, 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 or Co-Treasurers shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

ARTICLE VIII - FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. CHECKING ACCOUNT AND SIGNATORIES

A checking account must be maintained in the name of the PA. All PA funds must be deposited into the checking account. Any accounts other than the mandatory checking account must be authorized by a vote of the membership and must be in the name of the PA. However, the primary checking account must be used for all transactions, including deposits and withdrawals (e.g., if a PA has a savings account, funds must be transferred from the checking account to the savings account. Funds can only be withdrawn by transferring the funds from the savings account to the checking account).

1. Employer Identification Number (EIN) – PAs, as separate entities, may not use the DOE's EIN. The PA must obtain their own EIN from the Internal Revenue Service for bank account applications. Contact the Internal Revenue Service to obtain an EIN: 1-800-829-4933. The PA's EIN must be on file with the principal.
2. Online banking – The PA may establish online access through the bank's online bill payment system for goods and services rendered. When this is not possible, payment for goods and services should be carried out by more conventional means, such as but not limited to checks or a bank/debit card. Prior to any transaction, the Executive Board must provide authorization for the intended expenditure by issuing a disbursement form that must accompany all online transactions. In order to set up online access to the PA/PTA bank accounts, a DOE-issued email account assigned to the PA is required.
3. Linking the PA bank account to a personal bank account is prohibited. The President or Co-Presidents, First Vice-President or Co-First Vice-Presidents, and Treasurer or Co-Treasurer shall be authorized to sign checks.
4. All checks require the signature of at least two officers, one of whom must be either the Treasurer or a Co-Treasurer. Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3. BANK/DEBIT CARDS

- a. The use of a bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online.
- b. Bank/debit card transactions must receive approval of the general membership prior to use.
- c. A disbursement form must accompany the transaction and be signed by two officers who are signatories, the President or one of the Co-Presidents and the Treasurer or one of the Co-Treasurers.
- d. Bank/debit cards must not be used for the following items:

- Third-party mobile applications. (i.e., mobile phone wallets, or any other electronic device)
 - Direct donations
 - Out-of-Pocket reimbursements
 - Cash withdrawals from an ATM
 - Receiving “cash-back” or a “cash refund” from an ensuing transaction
- e. Violation of this provision may result in the immediate removal of an officer by the Chancellor or designee.

Section 4. THIRD-PARTY APPLICATIONS

The PA may use third-party applications to accept money. The application must be created using the DOE-issued email and must be connected directly to the PA bank account number or debit card. Transactions can only be used to receive money. Outgoing transactions and debit cards generated by a third party are prohibited.

Section 5. BUDGET

5.1 The budget committee shall consist of up to five (5) persons and be chaired by the Treasurer or Co-Treasurers. The Treasurer or Co-Treasurers and the President or anyone Co-President will be sufficient to make up the committee. The committee shall be responsible for:

- a written review of the prior year’s budget for discussion at the May membership meeting
- preparing a proposed budget for adoption by the membership at the June membership meeting; a copy of the budget shall be submitted to the principal upon approval by the membership
- 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 may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The counting and handling of any cash, checks, or money orders received

requires at least two non-related PA members to participate. Received monies shall be counted within the same day, recorded, and be signed by the authorized PA members. All monies must be counted in school.

- No parent and/or staff member shall collect fundraising proceeds from any student without written approval from the Principal.
 - All funds shall be deposited in the bank account by authorized board members within 1 business day of receipt. No funds shall be kept in a member's home but shall be secured and locked in the school. PA funds will be taken to the bank for deposit by at least two authorized members.
 - Financial records of the PA (e.g., all records reflecting income, expenditures, refunds, and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, canceled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.
 - No checks may be written payable to cash or petty cash.
- 5.2 The budget may be amended by the vote of the general membership at any membership meeting.
- 5.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- 5.4 Plans for all fundraising activities conducted by the PA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 5.5 All expenditures of funds by the PA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 5.6 A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and expenditure.
- 5.7 The Executive Board may authorize emergency expenditures in situations where the PA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$3,000.00. Any such emergency expenditures shall be reported at the next general membership

meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the funds.

- 5.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g., funds raised for senior dues may only be used to fund payment of activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

Section 6. AUDIT

- 6.1 The President or Co-Presidents may request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check signatories, may serve. If convened, the majority of the committee shall be comprised from the general membership.
- 6.2 The audit committee, if any, shall conduct an audit of all financial affairs of the PA with the help of the Treasurer or Co-Treasurers who shall make all books and records available to them. The audit committee may also recommend that an external audit of the PA's financial records be conducted.
- 6.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PA equipment, and ensuring compliance with bylaw provisions for the expenditure of funds.
- 6.4 The audit committee, if any, 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. If prepared, this report shall be included for review and discussion during the June transfer of records.

Section 7. FINANCIAL ACCOUNTING

- 7.1 A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements, and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and be available to the general membership.
- 7.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by the general membership. Copies of these reports shall be provided to the principal.
- 7.3 The Treasurer or Co-Treasurers shall be responsible for all monies of the PA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Secretary or Co-

Secretaries, at least one other PA officer, and additional persons as needed shall be designated and approved by the PA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraising proceeds from students. The Treasurer or Co-Treasurer and at least one other PA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer or Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the PA in a responsible banking institution selected by the PA. All records of the PA including checkbooks, ledgers, canceled checks, invoices, receipts, etc., shall be maintained and secured on school premises.

- All collected monies for next day bank deposit must be secured on school premises.
- The use of withdrawal slips and credit cards is prohibited.
- The PA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PA must make every effort to provide members with copies of the documents reviewed.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular meeting of the PA 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 three (3) years. These bylaws shall not contain language which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines.

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

In the event that a PA's bylaws contain any provision that conflicts with Chancellor's Regulation A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of

these bylaws that are not in conflict with Regulation A-660 shall remain in full force and effect.

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

Signed By:

President

Secretary