

Parents' Association of P.S. 144Q

93-02 69th Avenue • Forest Hills NY 11375 • www.pa144.com

BYLAWS

Amended May 2016

Parents' Association of P.S. 144Q

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These bylaws as set forth below 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 May 2, 2016.

Signed:

Jodie Lasoff-Licata, President _____

Jamie Abbell, Vice President _____

Jon Krosney, Treasurer _____

Sajjad Qamar, Treasurer _____

Laura Lobaccaro, Recording Secretary _____

Stella Xu, Communications Secretary _____

Bylaws Committee 2015-2016:

Jodie Lasoff-Licata, Chair _____

Stella Xu _____

Filed with the Principal on _____

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Article I – Name

The name of the association shall be the Parents' Association of P.S. 144Q (hereinafter, "P.A.").

Article II – Objectives

1. To provide support and resources to the school for the benefit and educational growth of all students.
2. To promote and help develop a cooperative working relationship between the parents, teachers, staff, and administration of our school.
3. To foster and encourage parent participation and community involvement.
4. To provide opportunities for parents to participate in schoolwide efforts, school governance, and decision-making.

Article III – Membership

Section 1. Eligibility

Membership is automatically extended to all parents, step parents, legally appointed guardians, foster parents, or persons in parental relation to students (hereinafter, "parents") currently attending P.S. 144 Queens (hereinafter, "the school").

Section 2. Donations and Dues

Donations and dues are not a requirement for membership, voting, or candidacy. Donations are solicited during the year on a voluntary basis.

Section 3. Voting Privileges

Every parent member has the right to vote at all P.A. meetings unless there is a conflict of interest or business dealings with the school, School District 28, the Panel for Educational Policy (PEP), the Community Education Council (CEC), the Citywide Council on Special Education (CCSE), Citywide Council on High Schools (CCHS), Citywide Council on English Language Learners (CELL), or the DOE (see DOE Chancellor's Regulation A-660). Any conflict of interest must be disclosed to the membership. Proxy voting or absentee balloting is prohibited.

Article IV – Officers

Section 1. Titles

The officers of the P.A. shall be: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Parents may choose to run individually or as co-officers.

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

Persons employed at the school shall be ineligible to serve as elected officers of the P.A.

Section 2. Term of Office

The term of office shall be from July 1 through June 30. Officers may not hold the same office for more than **two (2)** consecutive years. In the event that no new candidate accepts the nomination for an office after an incumbent's second term, the incumbent may serve for an additional term(s).

Section 3. Duties of Officers

Every officer must chair or co-chair at least one committee. Every officer must attend every monthly executive **and** general membership meeting (until the general membership meeting is officially adjourned). All absences must be approved by the president.

While executive officers have specific duties, the P.A.'s goal is to build consensus and to make decisions as a group.

3.1. The president shall:

- i. provide leadership for P.A. members and encourage meaningful participation in all parent and school activities.
- ii. preside at all meetings of the P.A. and serve as an ex officio member of all committees except the nominating committee.
- iii. create an agenda for all P.A. meetings.
- iv. review and approve all notices to be distributed by any P.A. committee member. Notices will then be sent for approval to our principal and/or assistant principal.

- v. regularly consult with chairs of P.A. committees.
- vi. negotiate conflicts, taking into consideration consensus-building among committee members.
- vii. attend regular monthly meetings of the District Presidents Council and the CEC, or designate a parent representative to attend and report back to the president and executive board.
- viii. be a core member of the School Leadership Team (SLT). When co-presidents are elected, the co-presidents shall determine which co-president will take the mandated P.A. president slot on the SLT for the entire school year.
- ix. work closely with school personnel on the administration of P.A.-funded enrichment programming.
- x. set up a P.A. bylaws committee to review bylaws every two years with the assistance of other members of the executive board.
- xi. serve as a signatory on P.A. checking/bank accounts.
- xii. assume sole leadership of the P.A. if one co-president resigns or is removed from office.

3.2. The vice president shall:

- i. assist the president with whatever tasks are deemed necessary and consult the president before any final decisions are made.
- ii. serve as a designee on the Presidents Council and CEC at the request of the president.
- iii. assume the duties of the president in the event of absence or by request.
- iv. serve as one of the signatories on all checking/bank accounts.

3.3. The recording secretary shall:

- i. maintain the official record (minutes) of the proceedings and actions of all P.A. meetings. Preliminary executive board meeting minutes are to be emailed within **five (5)** days to the executive board members for approval within **five (5)** days. Executive board meeting minutes should be posted to the P.A. website, with one copy placed in the P.A. binder in the main office and one posted on the P.A. bulletin board in the main lobby. If the recording

secretary is not present at any meeting, the president shall designate another executive board member to take minutes at that meeting.

- ii. distribute draft of general meeting minutes at the following month's P.A. general meeting for final approval by the general membership. Approved minutes shall be placed in the P.A. binder in the main office and posted on the P.A. bulletin board in the main lobby within **three (3)** days. These will subsequently be posted to the P.A. website.
- iii. ensure that all records including P.A. bylaws, meeting notices, agendas, P.A. Executive Board minutes, general meeting minutes, and parent contact information are kept on school premises for **seven (7)** years and made available to incoming boards.
- iv. prepare the agendas for distribution via teachers' mailboxes, P.A. email and parent coordinator email at least **ten (10)** days prior to each general meeting, exclusive of special meetings.
- v. prepare and distribute a monthly calendar of all school and P.A. events by the first of each month.
- vi. prepare the official agendas and sign-in sheets for the executive board and general meetings. These agendas and sign-in sheets will be placed in the P.A. binder in the main office.

3.4. The communications secretary shall:

- i. conduct the general correspondence of the P.A.
- ii. be responsible for purchasing, distributing, and keeping a record of any gifts and cards for the school staff/community when warranted.
- iii. maintain copies of all letters sent in the name of the P.A..

3.5. Treasurer(s) shall:

- i. maintain all financial records and funds of the P.A. All records must be housed at the school.
- ii. present and provide the monthly statement of fund balance and other pertinent financial reporting at all executive board and general membership meetings.
- iii. provide the DOE, the principal, and the general membership with the January 31 Interim and June 30 Annual Financial Accounting Reports in accordance

- with the current Chancellor's Regulation A-660.
- iv. prepare all government filings (including annual IRS and NYS filings).
 - v. review insurance contracts on an annual basis.
 - vi. make financial records available for audit.
 - vii. prepare and transfer all financial records to the incoming executive board.
 - viii. keep all financial records on school premises for **seven (7)** years and transfer all financial records to incoming executive board.
 - ix. keep a permanent file of all documents pertaining to the P.A.'s incorporation, including tax identification numbers.
 - x. serve as a signatory on P.A. checking/bank accounts.
 - xi. make deposits of funds received in P.A. bank account in accordance with Chancellor's Regulations.
 - xii. prepare and distribute any donation-related documentation required by the IRS.

Section 4. Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. To assist with June transfer of records, this election should be held at least one week prior to the P.A.'s June general membership meeting.

4.1. Nominating Committee: The establishment of a nominating committee will be discussed at the March general meeting, and the committee must be formed by the April general meeting.

The committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as its chair. No person employed at the school shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The responsibilities of the Nominating Committee include:

- i. canvassing the membership for eligible candidates between the formation of the committee and the close of nominations..
- ii. preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with Chancellor's Regulation A-660. **Ten (10)** days notice must be given the general membership prior to each meeting.
- iii. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election.
- iv. verifying the eligibility of all interested candidates prior to the election.
 - a. 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.
 - b. Eligibility for office is limited to parents who are not employed at the school.
- v. ensuring an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May general meeting.
- vi. conducting the candidate forum at the May general meeting. The committee will announce the names of all candidates at the forum then allow each candidate (or his/her designee) to address the membership.
- vii. scheduling the election at a time that (1) ensures maximum participation and (2) is at least **ten (10)** calendar days following the close of nominations.
- viii. ensuring that only eligible members receive a ballot for voting.
- ix. ensuring that the election is certified by the principal or his/her designee immediately following the election.

If a nominating committee is not/cannot be formed by the end of April, the executive board must communicate that the nominations and election process outlined above will proceed under the direction of at least **three (3)** members of the P.A. who are not running for office. They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws.

4.2 Conducting the Election: Annual elections must be completed by the last day of school. No campaigning materials are allowed. Candidates may provide brief statements to be compiled and distributed by the nominating committee prior to the actual election. The nominating committee must send out a notice to the membership at least **ten (10)** days prior to the spring election; this notice shall list all eligible candidates (alphabetically by last name) and the officer positions they are seeking. The nominating committee must notify the principal of the date and time of election. The nominating committee must prepare ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election. The results of the election shall be announced by the chair of the nominating committee or by a member 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.

4.3 Contested Elections and Use of Ballots: Written ballots shall be used in all contested elections and shall conform to the following specifications:

- i. 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, co-treasurers, co-Communications secretaries, and co-recording secretaries must be listed as a team.
- ii. Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school where possible.
- iii. Ballots shall be distributed once voter eligibility has been established.
- iv. Every parent has the right to vote. Voting by proxy or absentee ballot is prohibited.
- v. Ballots shall be counted immediately following the election and in the presence of any members and observers.
- vi. Ballots shall be retained on school premises for **twelve (12)** months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

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

4.5 Officer Vacancies: All mandatory officer (President, Recording Secretary, and Treasurer) vacancies must be filled by succession of the co-officer (if applicable) or the next highest-ranking officer. For example, a vacancy in the position of president

will be filled by the vice-president or next highest-ranking officer. In the case of secretary or treasurer, a co-officer will take over all responsibilities of the office. If there is no co-officer, then the vice president will be requested to take over the vacant position. In the event that the core mandatory offices cannot be filled through succession, a special expedited election must be held to fill those vacancies. If at all possible, officers who wish to resign their positions once an election has been certified must do so in writing to the recording secretary, and, at that time, shall turn over all records to the recording secretary. In the event of the resignation of the recording secretary, he/she must transfer records to the president or co-presidents. The P.A. must notify the principal in writing of any mandatory officer vacancies within 5 school days and state whether the vacancy will be filled by succession or expedited election. Once the vacancy has been filled, an updated P.A./P.T.A. Election Certification Form must be filed with the principal and the Division of Family and Community Engagement.

The ranking of offices for succession purposes shall be: President, Vice President, Treasurer, Recording Secretary, Communications Secretary.

4.6 Special Expedited Election Process: An expedited election must be held by **October 15** to fill mandatory officer positions not filled during the annual spring election. An expedited election may also be held during the school year in the event that a mandatory officer position becomes vacant and cannot be filled through succession. A notice to the general membership must be dated and distributed at least **ten (10)** calendar days before the expedited election. The notice must contain the date and time of the expedited election. The notice must also indicate that nominations for the vacant mandatory positions will be taken from the floor. No nominating committee is necessary for the expedited election. When there is more than one candidate for an office, written ballots must be used with names appearing in alphabetical order. If the election is uncontested, a member must make a motion for the recording secretary to cast one vote to elect the candidate for office. In the event there is no recording secretary, the vote will be cast by the Communications secretary or the president.

4.7 Election Grievances: A P.A. member who believes that an election was conducted in a manner that violates the law or a provision in the P.A. bylaws should consult Chancellor's Regulation A-660.

4.8 Officers' Contact Information: The P.A. Executive Board must provide a list of elected P.A. officers (with telephone numbers and/or e-mail addresses) and the P.A.'s telephone number to the general membership. The list is to be made available at P.A. meetings, on the P.A. website, and in the P.A. binder located onsite at all times.

Article V – Executive Board

Section 1. Composition: The executive board shall consist of all P.A. officers and any P.A. member who is a chair or co-chair of a P.A. committee. Officers shall be expected to attend all executive board meetings and general membership meetings.

Section 2. Meetings: Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first **Monday** of the month. Meetings shall be held in the evening to accommodate all members. Upon request, the P.A. president and one other officer shall be available for an additional meeting within one week after the executive board sits to meet with any executive board members who were unable to attend the regularly scheduled meeting. Executive board members shall report on their respective committees' business at each executive board meeting. If unable to attend a given meeting, chairs should report in advance to the president or a designated proxy to present to the executive board. At least one executive board meeting must take place in either July or August for planning purposes for the following school year. This meeting may take place off school premises. This meeting should include all committee heads for the following school year.

Section 3. Voting: Each member of the executive board shall be entitled to one vote.

Section 4. Quorum: The executive board meeting must have **four (4)** members present in order to transact business.

Section 5. Disciplinary Action

Any officer who fails to attend **three (3)** consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. 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 general membership's consideration. Executive board members may also be removed for unsatisfactory performance through the process outlined below:

- a. At any general membership meeting, a P.A. member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- b. If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- c. The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within **30** calendar days of the date the motion was

presented. The P.A.'s notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.

- d. The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article VI – General Membership Meetings

Regular general membership meetings shall be held on the third Monday of each month at 7:00 PM from September through June in the school. Written notice of the regular membership meetings will be issued via students and via email within a minimum of **ten (10)** days prior to each meeting.

Section 1. Conduct of Meetings

P.A. executive board and subcommittee meetings are open to all P.A. members; these observers will be able to participate during a question and answer period. All meetings, aside from the initial executive board meeting held over the summer, will take place at the school.

Section 2. Order of Business

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

- Call to order
- Reading and approval of minutes
- President's report
- Treasurer's report
- School Leadership Team report
- Committee reports
- Old business
- New business
- Motion to adjourn

Section 3. Quorum for Voting Purposes

A general P.A. meeting must have a quorum of at least **eight (8)** P.A. members including a minimum of **two (2)** officers in order to transact business.

Section 4. Minutes

Minutes shall be taken at all general membership, executive board meetings or special membership meetings by the recording secretary. Minutes shall be available within **ten (10)** days and will be subject to membership approval at the following general membership meeting. Once approved at the following membership meeting, minutes must be placed in the P.A. binder located in the main office the following day and provided for posting on the website. If the recording secretary is not present at a meeting, the president shall designate shall another executive board member to take

minutes at that meeting.

Section 5. Special Meetings

Special membership meetings may be called to deal with matters of importance that cannot be held until the next general membership meeting. Special meetings may be called by a majority vote of the executive board. Said meeting may be called within a minimum of 48 hours' written notice to the entire parent body stating precisely what the topics of the meeting will be. No business shall be transacted at such special meeting except that for which the meeting was called.

Section 6. Parliamentary Authority

All meetings will follow *Robert's Rules of Order - Newly Revised*.

Article VII – Committees

The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. The standing committees of the P.A. are the following:

Section 1. Standing Committees and Subcommittees

a. Programs Committee

- i. **Enrichment Residencies.** The enrichment residency committee shall work closely with the P.A. president and school to select appropriate Arts and STEM enrichment programming for kindergarten through fifth grade, to be approved by a vote of the general membership in line with the annual budget and fundraising goals. The committee shall meet with teachers in residence and discuss outcomes with classroom teachers to report to the membership. The committee shall also work with the treasurer to ensure timely payment of fees.
- ii. **Career Day.** The career day committee recruits professionals from many domains to present about their careers to our students.
- iii. **Graduation.** A representative group of fifth grade parents shall work with the administration and grade teachers to support graduation activities, including a year-end celebration, senior trip, and yearbook.
- iv. **Field Day.** The field day committee shall support the physical education teachers on annual sporting events, for which small awards and refreshments are provided. The chairperson shall recruit parents from each grade to support their respective grade events.
- v. **Hospitality (including Staff Appreciation).** The hospitality committee shall work to provide refreshments for various programs and gifts for

faculty and staff.

- vi. Service and Philanthropy. This committee shall support community service learning efforts within the school (e.g., Penny Harvest, C.A.R.E., and the Green Team).

b. Ways and Means Committee

- i. Corporate Fundraisers. Corporate fundraisers include premiums paid to the school in exchange for consumer participation, e.g., via coupon purchases, proof of purchase redemption, etc.
 - ii. Direct Sales. The P.A. may directly sell products (e.g., plants, baked goods, books, commemorative bricks) for which a percentage of sales supports the P.A.
 - iii. Events. Annual events promote school spirit and raise funds through ticket sales or participation fees and concessions.
 - a. Halloween Party
 - b. International Night
 - c. Talent Show
 - d. Science Party
 - e. Yard Sale
 - iv. Picture Day. The school works with an approved vendor to provide individual and class photos. A percentage of all sales benefits the P.A.
 - v. Spirit Wear. The spirit wear committee shall work to select an appropriate design for clothing to sell to the student body and faculty, select a vendor, and facilitate sales.
- c. **After School.** The after school committee shall work closely with the faculty director of after school programs and the school administration to develop programming and to coordinate all activities in the program including curriculum development, teacher recruitment, and student enrollment.
- d. **Backpack News.** The Backpack News committee shall be responsible for the production of the P.A.'s main periodical, *Backpack News*, including soliciting and editing content, advertising sales, and layout of all issues.
- e. **Auction.** The auction committee shall be responsible for overseeing all aspects of the auction fundraiser including: solicitation of donations to be auctioned off; preparing all auction materials; recruiting volunteers to work at the event; managing the event; collecting payment for winning bids during and after the auction; preparing thank-you letters for donors; preparing and distributing any documentation required by the IRS; and following up on any

other matters that may arise.

- f. **Budget.** The budget committee shall be assembled by the treasurer, who shall serve as chair of the budget committee. The president must sit on the budget committee. The committee shall present a proposed budget for the following school term at the May executive board meeting to be ratified at the June executive board meeting in accordance with the budget process in Article VIII, Section 3 (page 14).
- g. **Bylaws.** The bylaws committee shall be responsible for review of and amendments to the bylaws as needed. The committee shall ensure that all amendments are made in accordance with the most recent Chancellor's Regulation A-660 and any other applicable rules and regulations. The committee shall also be responsible for answering questions of parliamentary procedure as the need arises.
- h. **Nominating Committee.** Please refer to Article IV, Section 4 for the responsibilities and composition of the nominating committee.
- i. **Membership Committee.** The membership committee shall be responsible for encouraging parent participation, outreach, and recruitment. It shall be chaired by a Grade Parent Liaison, who shall solicit parents from each grade as liaisons to the P.A., subject to executive board approval. These grade parents shall assist in the assignment of class parents, ensure that parents of all students are added to membership correspondence lists, disseminate information from general meetings to all parents, and generally facilitate communication between the P.A. and parents in their respective grades.

Pre-K and K. Pre-K and K shall be assigned liaisons with older children in the school to provide added support to new parents. Pre-K and K liaisons shall host a new parent welcome breakfast at the start of the school year.
- j. **Recess Committee.** The recess committee is a group of parent volunteers that collaborates with administrators, staff and third party experts to brainstorm and implement creative and engaging ways to utilize recess time, especially indoors given the challenges associated with the weather during the cold, rainy months of winter. The goals of this committee are focused on supporting a fun, safe and productive recess time for the students whether they are indoors or out.
- k. **Safety Committee.** The safety committee shall meet monthly with administrative and custodial staff regarding matters of repair and maintenance. Members also shall sit on the DOE's mandated Safety Committee for our school and shall be responsible for bringing all outstanding parent concerns about safety to the attention of the appropriate staff member.

- I. **Website Liaison.** The website liaison shall be responsible for providing prompt and accurate updates for the P.A. website to the party in charge of posting to the site and shall ensure that such updates appear in a timely fashion. The liaison shall also oversee any changes to the design subject to the input and final approval of all P.A. officers.

Section 2. Committee Responsibilities

It shall be the responsibility of committee chairs to schedule meetings as necessary; maintain communication with committee members; schedule, organize, and manage the required activities of the committee; implement admissions prices and procedures set by the Executive Board; maintain accurate records of all activities, income, and expenses; and report to the Executive Board and general membership. Chairs of all subcommittees shall be responsible for ensuring that all committee business is conducted with full compliance to these bylaws and to Chancellor's Regulation A-660.

Article VIII – Financial Affairs

Section 1. Fiscal Year: The fiscal year of the P.A. runs from July 1 through June 30.

Section 2. Signatories: The president, treasurer, and vice president shall be authorized to sign checks. All checks require at least **two (2)** signatures. Under no circumstances may spouses, siblings, in-laws, or other relatives or members of the same household sign the same P.A. check. No party may sign a check if they have any interest, direct or indirect, in the expenditure.

Section 3. Budget: The executive board shall be responsible for the development and/or review of the budget process, which includes:

- a. 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.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- c. 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.
- d. The executive board must present the budget process for membership approval no later than the October meeting.

The budget may be amended by vote of the general membership at any membership meeting. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership. The executive board is authorized to

make an emergency expenditure not to exceed \$1,500 with a two-thirds approval of the executive board. Emergency expenditures are appropriate when a necessary expenditure is time sensitive and, if not made, would operate to the detriment of the mission of the P.A. or the school. These expenditures shall be reported to the general membership at the next P.A. meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the P.A. to accept this action.

Section 4. Audit:

- a. The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on P.A. checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- b. The audit committee shall conduct an audit of all financial affairs of the P.A. with the help of the treasurer who shall make all books and records available to them.
- c. Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all P.A. equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- d. The audit committee shall prepare a written audit 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:

- a. The treasurer shall prepare the Interim PA Financial Report by January 31 and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- b. The treasurer shall be responsible for all funds of the P.A. and shall keep accurate records in a form consistent with these bylaws and applicable regulations of the chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. A signatory and at least one other board member shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the P.A. including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Section 6. Funds Handling:

- a. The counting and handling of any cash, checks, or money orders received by the P.A. must be completed by at least **two (2)** P.A. members, who cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The P.A.'s financial records must display the total amount of funds and the signatures of the P.A. members who participated in counting the funds.
- b. Funds must be presented to the treasurer for deposit with a written record of the total amount to be deposited that has been signed by the two parties who have counted the deposit.
- c. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- d. All funds should be deposited in the bank account by authorized executive board members within **one (1)** business day of receipt, but in any event, no longer than **three (3)** business days. If the deposit will not be made within **one (1)** business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when P.A. funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
- e. Expenses must be submitted with a request for reimbursement. All expense reimbursements must be approved by the chair of the committee for which expenses were incurred. Expenses submitted by committee chairs must be approved by the president or vice president.
- f. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, P.A. minutes related to the financial transactions, etc.).

Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the P.A. 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 **two (2)** years. All provisions of these bylaws must conform to Chancellor's Regulation 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 Chancellor's Regulation 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.