

BYLAWS

of the

Professional Performing Arts School Parent-Teacher Association, Inc.

Amended as of June 11, 2015

Article I - Name

The name of the association shall be “The Professional Performing Arts School Parent Teacher Association, Inc.” (hereafter known as the “PTA”) (Professional Performing Arts School is hereafter known as “PPAS”)

Article II - Objectives

The objectives of the PTA are:

1. to provide support and resources to the school for the benefit and educational growth of the children;
2. to promote and help develop a cooperative working relationship between the parents and staff of PPAS;
3. to develop parent leadership and build capacity for greater involvement;
4. to foster and encourage parent participation on all levels;
5. to provide opportunities and training for parents to participate in school governance and decision-making; and
6. to further such other purposes as set forth in the PTA’s Certificate of Incorporation.

Article III – Membership

Section 1. Eligibility

Membership in the PTA shall be limited to parents, legally appointed guardians, foster parents and persons in a parental relationship to a student enrolled on the PPAS school register (each, a “Parent”) and all teachers, secretaries and guidance counselors currently employed at PPAS (each, a “Teacher”). The principal shall determine, when necessary, whether an individual is a person in a parental relationship to a student, based on documentation presented at PPAS. School supervisory staff (Principal, Assistant Principals and supervisors) employed at PPAS are not permitted to be members of the PTA. Employees of PPAS Art’s Partners are not permitted to be members of the PTA.

Membership in the PTA is automatic; no membership form or application is necessary. In the beginning of each school year, a welcome letter from the PTA shall inform Parents of their automatic membership status and voting rights.

Section 2. Donations

Each member shall be requested to make a voluntary donation in an amount to be determined annually by the Executive Board. Donations are not a requirement for membership, voting or running for office.

Section 3. Voting Privileges

Each Parent (regardless of how many children are enrolled) and each Teacher shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Article IV – Officers

Section 1. Titles

The officers of the PTA shall be:

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| President or Co-Presidents | Corresponding Secretary |
| 1st Vice President of Fundraising | Treasurer |
| 2nd Vice President of Membership | Financial Secretary |
| Recording Secretary | Middle School Delegate |
| | Performing Art Delegate (each current Performing Art shall have their own individual delegate). |

Any office may be filled by co-officers. There shall never be more than two (2) co-officers in any one position. No parent shall hold more than one office at the same time.

The PTA must elect annually the President, Treasurer and Recording Secretary. Co-Presidents must assume the duties of the President as outlined below. The term of office for Co-Presidents shall be for one year as outlined below.

The PTA must elect the following officers annually to be a functioning PTA: President, Treasurer, and Recording Secretary.

If there is a vacancy in the office of President, Treasurer, or Recording Secretary, such vacancy must be filled promptly. If the office is a shared office, then the other officer shall assume the office in its entirety. If the office is not a shared office, then vacancies shall be filled as follows from the existing Executive Board:

<u>Office becoming Vacant</u>	<u>Officer filling Vacancy</u>
President	Treasurer
Treasurer	1 st Vice President of Fundraising; then Financial Secretary
Recording Secretary	Corresponding Secretary

Any elected officer may decline to fill a vacancy, in which case an expedited election must be held.

Section 2. Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. Officers shall be elected between the fourth Monday in May and the second Friday in June for a one-year term beginning July 1. Only Parents who are not employed at PPAS are eligible to hold office; Teachers may not hold office. Term limits for each officer position for the PTA shall be two consecutive one-year terms. A candidate may be elected to serve in a third term so long as no other interested candidate is nominated and willing to serve. After that, a candidate may run for the same office only after not serving in that position for a minimum of one (1) year.

Section 3. Duties of Officers

3.1 President or Co-Presidents. The President or Co-Presidents shall:

- preside at all meetings of the PTA and shall be an ex-officio member of all PTA committees except the nominating committee;
- provide leadership for the PTA and its members;

- appoint chairpersons of PTA committees with the approval of the Executive Board;
- delegate responsibilities to other PTA members and encourage meaningful participation in all parent and school activities;
- represent the PTA on regional or district committees;
- be a core member of the school leadership team (“SLT”);
- meet regularly with the Executive Board members in accordance with these Bylaws to plan the agendas for the general membership meetings;
- be one of the signatories on checks;
- assist with the June transfer of PTA records to the incoming Executive Board; and
- perform such other tasks as responsibilities that may be useful to the furtherance of the goals of the PTA and PPAS.

If the PTA elects Co-Presidents, the remaining executive board members in consultation with the PTA will determine which Co-President will serve as the core member on the SLT and which Co-President will serve as the school’s representative to the region/district Presidents’ Council

3.2 1st Vice President of Fundraising. The 1st Vice President of Fundraising shall:

- assist the President or Co-Presidents and assume the President's or Co-Presidents’ duties in his/her or their absence or at the President’s or Co-Presidents’ request;
- be one of the signatories on checks;
- be the chairperson for fundraising;
- assist with the June transfer of PTA records to the incoming Executive Board; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.3 2nd Vice President of Membership. The 2nd Vice President of Membership shall:

- assist the President or Co-Presidents and shall assume the President's or Co-Presidents’ duties when the Vice President of Membership is unavailable or at the President’s or Co-Presidents’ request;
- be one of the signatories on checks if a minimum of 4 signatories cannot be achieved;

- oversee the Annual Contribution Fund;
- serve as the chairperson for membership; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.4 Recording Secretary. The Recording Secretary shall:

- maintain the official record (minutes) of the proceedings and actions of all PTA meetings;
- prepare notices, agendas, sign-in sheets and materials to be distributed at meetings;
- prepare and read the minutes of each PTA meeting and make copies of the minutes available to members upon request;
- maintain custody of the PTA's records on school premises;
- sign and incorporate all amendments into these PTA By-laws;
- ensure that signed copies of these PTA By-Laws with the latest amendments are on file in the Principal's office;
- in conjunction with other executive officers, review, maintain and respond to all correspondence addressed to the PTA;
- assist with the June transfer of all PTA records to the incoming Executive Board; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.5 Corresponding Secretary. The Corresponding Secretary shall:

- Review, maintain, and respond to all correspondence regarding the PTA, including social media;
- Provide copies of correspondence to the Recording Secretary for maintenance in the PTA's records;
- assist with the June transfer of all PTA records to the incoming Executive Board; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.6 Treasurer. The Treasurer shall:

- be responsible for all financial affairs and funds of the PTA;
- be responsible for maintaining an updated record of all income and expenditures on school premises;
- be one of the signatories on checks; adhere to, implement and enforce all financial procedures established by the PTA;
- prepare, present and provide copies of financial reports at all PTA meetings;
- prepare and provide the January 31st interim and June annual financial accounting reports;
- make available all books or financial records for viewing by members upon request and for audit;
- serve as chairperson of the budget committee;
- prepare all other financial records and assist with the June transfer of all PTA records to the incoming Executive Board; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.7 Financial Secretary. The Financial Secretary shall:

- perform such duties as may be assigned by the Treasurer, President or Co-Presidents, including any duties of the Treasurer (including custody and supervision of PTA financial accounts);
- present monthly reports with the Treasurer at general membership and executive board meetings;
- prepare and issue tax receipts and acknowledgement letters for all PTA annual fund, matching gift and corporate donations;
- participate in the June transfer of all PTA financial records to the incoming Treasurer and Financial Secretary; and
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

3.8 Middle School Delegate. The Middle School Delegate shall:

- serve as the liaison between the middle school staff and the PPAS community, including parents, students, administration and faculty;
- be responsible for reporting any and all activities involving middle school and bringing new middle school business to the Executive Board meetings.
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

Only a Parent with a child currently in middle school may serve as the Middle School Delegate.

3.9 Performing Art Delegate(s). Each Performing Art (currently, Drama, Musical Theater, Dance and Vocal) shall have a separate Performing Art Delegate, who shall:

- serve as the liaison between their specific Performing Art department and the PPAS community including parents, students, administration and faculty;
- be responsible for reporting any and all activities involving their Performing Art and bringing new business concerning their Performing Art to the Executive Board meetings;
- perform any other functions reasonably assigned to him/her by the President or Co-President or the Executive Board.

Only a Parent with a child in currently in the individual Performing Art may serve as the delegate for that Performing Art. As Performing Arts are added, a delegate will be elected to represent that Performing Art.

3.10 School Leadership Team Membership The President of the PTA shall automatically serve as a core member of the School Leadership Team; provided that, if the PTA elects Co- Presidents, the remaining Executive Board shall determine which Co-President shall serve as a core member of the SLT. All other parent member representatives shall be elected by the general membership of the PTA.

3.11 Community District Education Council (CDEC) Selectors: In accordance with New York City Department of Education Chancellor’s Regulations, in the case of Co-Presidents, Co-Secretaries and/or Co-Treasurers, the remaining Executive Board members will determine who will be the CEC (Community Education Council), CCHS (Citywide Council on High Schools) and CCSE (Citywide Council on Special Education) selectors. Participation by the PTA in CEC, CCHS and CCSE, including delegation of participation, shall be made in accordance with Chancellor’s Regulations.

3.12 Contact Information. The PTA Executive Board must make the list of elected PTA officers including names and at least one contact method (telephone number or email) available to the PTA’s general members. Home addresses may not be included on this list. The list must also

be posted in at PPAS and delivered to the Principal of PPAS. The list must be amended and posted promptly when changes in the Executive Board occur. The list may also be posted on the PTA's website.

Section 4. Election of Officers

The yearly election of officers of the PTA must be held between the fourth Monday in May and the second Friday in June or within any updated DoE guidelines. Any timeline established by the PTA to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election by May 1st.

4.1 Nominating Committee: A nominating committee may be established during the February general membership meeting. If a nominating committee can be established, committee shall consist of three to five (3- 5) 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, 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 PPAS 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 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 months of February – April for all eligible candidates;
- preparing and distributing all notices at least ten 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 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 is provided to all members allowing for nominations (this includes self-nomination) 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 by May 1st;
- 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 period of time between the fourth Monday in May and the second Friday in June of each school year, or as Chancellor's Regulation stipulates;
- ensuring that the election is certified by the principal or his/her designee immediately following the election (Refer to Article IV, Section 6); 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 is not/cannot be formed by the end of February, the Executive Board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the PTA who are not running for office. These members will be selected to serve in this role by vote of the general membership at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the Bylaws. They may also seek assistance in conducting nominations and the election from the appropriate region/district Presidents' Council and/or the Principal or his/her designee and/or the district or regional superintendent or his/her designee.

If at least two members of the PTA who are not running for office are not/cannot be identified to conduct the nominations and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the appropriate region/district Presidents' Council and/or the district or regional superintendent or his/her representative by no later than the second Friday in June.

4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

4.3 Voting Requirements: There shall be one vote per Member (whether Parent or Teacher). Only Parents with a child currently attending PPAS, and Teachers currently employed at PPAS, are entitled to vote. Voting by proxy or absentee ballot is prohibited.

4.4 Contested Elections and Use of Ballot:

- Written ballot shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of Co-Presidents must be listed as a team.
- Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
- Ballots shall be distributed once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary.

4.5 Uncontested Elections: In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers.

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 selected to conduct the nominations and election process.

Section 6. Vacancies

If there is a vacancy in the office of President, Treasurer or Recording Secretary, such vacancy must be filled promptly. If the office is a shared office, then the other officer shall assume the office in its entirety.

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 the Vice President of Membership or next highest ranking officer. If there are 2 co-officers eligible for succession, the Executive Board shall vote to determine which shall succeed. Any elected officer may decline to fill a vacancy.

In the event that the core mandatory offices (President, Recording Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Notice of any vacancies must be communicated to the membership within 5 calendar days and specify whether the vacancy will be filled by succession or expedited election.

Officers who wish to resign their positions once an election has been certified, must do so in writing to the Recording Secretary. Their resignation cannot take effect until it is accepted by the general membership at the next meeting. An officer may rescind their resignation in writing to the Recording Secretary at any time prior to that meeting.

Section 7. 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. Officer vacancies can be filled at a special meeting provided there has been at least a five (5) calendar day written notice to the membership. Expedited elections will be conducted in accordance with the Chancellor's Regulations.

Section 8. June Transfer of Records

The outgoing Executive Board shall arrange for the orderly transfer of records and information of the PTA which shall include an overview of all PTA transactions for the school year, to the incoming Executive Board. At least 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 9. Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board meetings shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration.

If an elected officer(s) of the PTA 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 any PTA member during any meeting of the PTA assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.

- The majority of the review committee must be comprised from the general membership.
- Executive Board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
 - The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee. The PTA's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

Article V - Executive Board

Section 1. Composition

The Executive Board shall be composed of the elected officers of the PTA, including the Middle School delegate and Performing Arts delegates. 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. Persons employed at PPAS, community school board members and or community and citywide education council delegates (district or region) shall not be members of the Executive Board (unless they are also PTA Officers).

Section 2. Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. At the commencement of each school year the schedule for regular Executive Board meetings will be determined by the Executive Board and published for the PPAS community. Notice of regularly scheduled meetings of the Executive Board shall be given to the general membership at least ten (10) days in advance of the meeting. Additional meetings of the Executive Board may be held at any time, and may be held by electronic means (e.g., conference call, webcast) so long as all participants have an opportunity to hear and speak; notice of additional meetings shall be given to the general membership as soon as practicable in advance of the meeting. Notice of meetings may be given by any means determined to be likely to reach all members, including by email or posting on Edline. Action of the Executive Board may be taken upon consent, so long as such actions are thereafter ratified at the next Executive Board meeting or General Membership meeting.

Section 3. Voting

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

Section 4. Quorum

One half plus one members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. Unless a greater percentage vote is otherwise specified or required, actions of the Executive Board may be taken with the approval of the majority of the Executive Board present at the meeting.

Section 5. Action in Lieu of a Meeting of the Executive Board

Any action of the Executive Board required to be voted on may be taken by the affirmative consent, expressed in writing, of a majority of the Executive Board, provided however, that such action must be ratified at the next occurring Executive Board meeting and, if required, at the next occurring general Membership meeting.

Section 6. Policies

The Executive Board may adopt policies and procedures for the administration of activities (recurring or otherwise) of the PTA. Such policies and procedures may not conflict with these Bylaws or applicable Chancellor's Regulations or Department of Education guidelines. Copies of any such policies shall be attached to these Bylaws promptly after their adoption.

Article VI - Meetings

Section 1. General Membership Meetings

1.1 The PTA's regular general membership meetings shall be held monthly as determined by the Executive Board at the beginning of the school year unless. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. Notice of regular meetings shall be given at least ten (10) days in advance of the scheduled meeting. The date of distribution shall appear on all notices. Notice shall be given to members by means reasonably likely to reach all members and may be sent by multiple means, including by email or posting on Edline.

1.2 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these Bylaws. The President or a Co- President shall serve as Chair.

1.3 Observers may speak and otherwise participate, if acknowledged by the Chair.

Section 2. Order of Business

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

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

Section 3. Quorum

A quorum is required to conduct official PTA business. The quorum for a general membership meeting must consist of representation by at least 8 PTA members, including a minimum of 2 executive board members and 6 parent members. In the absence of a quorum, a PTA cannot authorize the expenditure of funds or vote on any business, but may have non-binding discussions. If a quorum is not present, the meeting may be rescheduled or other steps may be taken to acquire the presence of eight members of the PTA.

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 may call a special membership meeting with a minimum of forty-eight (48) hours written notice to PTA members stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from eight (8) PTA members, the President must have a special membership meeting within five (5) business days of the request. The special meeting can only be cancelled by the written request of at least six (6) of the original requesting members but the meeting shall not be cancelled within forty-eight (48) hours of its scheduled time.

5.3 Written notice of special membership meetings shall be given to PTA members at least forty-eight (48) hours in advance of the 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

1.1 The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. There can be no co-chairs of any committee. The standing committees of the association are the following:

Budget: The budget committee shall consist of five (5) persons inclusive of the Treasurer who shall be the chair. The Treasurer shall choose two (2) members to sit on the committee. The President shall choose the other two (2) members. The budget committee shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)

Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The

Treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Article VIII - Financial Affairs

Section 1. Fiscal Year

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

Section 2. Signatories

The President or Co-Presidents, 1st Vice-President of Fundraising, Treasurer (and 2nd Vice-President of Membership if required) shall be authorized to sign checks. There must a minimum of 4 signatories. All checks require at least two signatures by signatories not related by blood or marriage.

All disbursement or payment of funds must be from only the PTA checking account.

A credit card processor (e.g. Paypal) or automated payment system can be used only under the following conditions. Any such system is used solely for the purpose of collecting funds and may not be used to pay any bills or vendors. The money deposited or collected must be deposited in the PTA bank account within three (3) business days.

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 process 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:
 - o 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.
 - o 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 resolution of the membership in advance of their expenditure.

3.3 At least two PTA members, not related by blood or marriage, must be involved in the counting and handling of any cash, checks, or money orders (“monies”) received by the PTA. Monies received shall be counted within the same day, the total recorded and delivered to the authorized PTA members or secured in the PTA safe.

3.4 Writing checks to petty cash or cash is prohibited. The use of withdrawal slips is prohibited. No signer of a check may issue a check to him/herself.

3.5 All fundraising plans of the PTA shall be approved in advance by the membership generally. All specific fundraising activities of the PTA shall be approved by the Executive Board. No parent and/or staff member shall collect fundraising proceeds from any student without the written approval from the Principal.

3.6 All funds shall be deposited in the PTA bank account by authorized board members within three (3) business days of receipt. PTA funds will be taken to the bank for deposit by an authorized member.

3.7 Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the expenditure, etc.

3.8 Members may be reimbursed for authorized expenditures that relate directly to the purposes and activity of the PTA and shall be for no more than five hundred dollars (\$500) without a resolution approving such expenditure.

3.9 The Executive Board is authorized to make an emergency expenditure not to exceed \$500.00 where funds must be expended to further a PTA purpose prior to the PTA's next regularly scheduled meeting. At least two-thirds of the Executive Board must approve these expenditures, and such approval may be by telephonic meeting or by other means. These expenditures shall be reported to the general membership at the next PTA meeting in writing by the Treasurer. The minutes of the meeting must reflect a vote taken by the PTA to ratify the emergency expenditure.

Section 4. Audit

4.1 The President shall 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 as members of the audit committee. The majority of the audit committee shall be comprised from the general membership.

4.2 The audit committee shall conduct an audit of all financial affairs of the PTA with the help of the Treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the PTA's financial records be conducted.

4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verify the existence and location of all PTA equipment and ensure compliance with bylaw provisions for the expenditure of funds.

4.4 The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5. Financial Accounting

5.1 The Treasurer shall prepare 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 general membership. Copies of these reports shall be provided to the Principal.

5.2 The Treasurer shall be responsible for all monies of the PTA 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 PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. The Treasurer or his designated alternate will make all deposits at 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 his designated alternate shall make all authorized disbursements and shall, within three (3) business days, deposit all monies of the PTA in a responsible banking institution selected by the PTA. All records of the PTA including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises. All monies for next day bank deposit must be secured on school premises.

Article IX - Miscellaneous

Section 1: Bylaws

These Bylaws may be amended at any PTA meeting by a two-thirds vote of the members present at the meeting, 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. When circumstances require an amendment on an urgent basis, such amendment may be adopted by the Executive Board and effective immediately, provided however, (i) such amendment may not alter provisions regarding the election of officers, and (ii) such amendment shall be presented at the next occurring PTA meeting and must be ratified by a two-thirds vote of the members present at such meeting.

Section 2: Review

These Bylaws shall be reviewed thoroughly at least every three (3) years.

Section 3: Conflicts

If any provision of these Bylaws is determined to conflict with Chancellor's Regulation A-660 or an applicable Department of Education guideline, the regulation or guideline shall be controlling and the Bylaws shall be applied as if the conflicting provision was not included. The remainder of the Bylaws shall continue to be effective. A proposal to amend the a provision of the Bylaws to bring them into compliance with Chancellor's Regulation A-660 of applicable Department of Education guidelines may be made at any time during a general meeting and must be voted upon promptly after the proposal is made.