

BYLAWS

of the

- **Professional Performing Arts School Parent-Teacher Association, Inc.**

Amended as of April 2022

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

- A. The objectives of the PTA are including but not limited to:
1. lead PPAS to excellence by fundraising and volunteering to provide much needed support and resources to arts partners and academic teachers for the education growth of the students;
 2. through clear communication, build empathy and equity by fostering a connection between all PPAS parents and teachers;
 3. promote engagement and community by providing opportunities for parents to participate in school governance and decision-making;
 4. build empathy and equity by fostering a connection between all PPAS parents and teachers;
 5. promote and help develop a cooperative working relationship between the parents and staff of PPAS;
 6. develop parent leadership and build capacity for greater involvement;
 7. further such other purposes as set forth in the PTA’s Certificate of Incorporation.

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of PPAS is automatically a member of the PTA. In the beginning of each school year, a welcome letter from the PTA shall inform Parents of their automatic membership

status and voting rights.

2. The term 'parent' is defined as any person in a parental or custodial relationship to the student; which includes the following:
 - a. birth parent
 - b. Adoptive parent
 - c. Foster parent
 - d. Step-parent
 - e. Legally appointed guardian
 - f. Person(s) in parental relation¹
3. Membership shall be open to all teachers, secretaries, and related service providers currently employed at PPAS (each, "Staff") not including employees of PPAS Arts partners. School supervisory staff (Principal, Assistant Principals, and supervisors) and parent coordinators employed at PPAS are not permitted to be members of the PTA, even if they have a child in the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership
2. The PTA shall request that each member make a voluntary donation in an amount to be determined annually by the Executive Board.

C. Voting Privileges

1. Every parent of a student currently enrolled at PPAS shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660

¹ The term "person in parental relationship" refers to a person who has assumed the care of a child because the child's parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor's Regulations A-660.

(CR A-660).²

2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. Each teacher and (Insert other categories of staff granted membership rights, such as para-professionals, school aides, school secretaries and food service workers) staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the PTA shall be President, recording secretary, and treasurer. The PTA must elect the mandatory officers in order to be a functioning PTA. There shall be no qualification requirements for any parent to be an office holder of the PTA, other than to be a parent to a child attending PPAS. The eligibility of a member may be limited by the Conflicts of Interest restrictions outlined in Chancellor’s Regulation A-660.
2. Non- Mandatory Officers of the PTA shall consist of
 - a. **Vice President of Fundraising**
 - b. **Vice President of Membership**
 - c. **Vice President of Communications**
 - d. **Financial Secretary**
3. Non-Mandatory Delegates of the PTA shall consist of
 - a. **Cultural Delegate**
 - b. **Middle School Delegate**
 - c. **Performing Arts Delegates** (each current Performing Art shall have their own individual delegate)
 - d. **Grade Specific Delegates** (each grade in HS shall have their own delegate)
4. Any office may be filled by co-officers. There shall never be more than two

² Restrictions based on Conflicts of interest as determined by Chancellor’s Regulations A-660 (Section I.C.3.c)

(2) co-officers in any one position. No parent shall hold more than one office at the same time.

5. PPAS Officers cannot work for an organization, directly or indirectly, at PPAS during the school day or at an after-school, evening, weekend, holiday, or summer program this includes without limitation employees of PPAS and PPAS Arts Partners.

B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th
2. Term limits³ for each mandatory officer position of the PTA shall be two consecutive one year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve. **There shall be no term limits for non-mandatory delegate positions of the PTA.**

C. Duties of Officers

1. ***President***: The duties of the President or Co-Presidents shall include but are not limited to the following:
 - a. preside at all meetings of the PTA;
 - b. is an ex-officio member of all PTA committees except the nominating committee;
 - c. appoint chairpersons of PTA committees with the approval of the Executive Board;
 - d. encourage meaningful participation in all parent and school activities;

³ The term of office pertains to the length of time a single person may be elected to a position on the executive board of the PTA. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.

- e. provide opportunities for members' leadership development;;
- f. delegate responsibilities to other PTA members as needed;
- g. attend all regular meetings of the presidents' council;
- h. is a mandatory member of the school leadership team ("SLT");⁴
- i. meet regularly with the Executive Board members
- j. plan the agendas for the general membership meetings
- k. be one of the signatories on checks;
- l. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming Executive Board; and
- m. perform such other tasks as responsibilities that may be useful to the furtherance of the goals of the PTA and PPAS.

2. **Recording Secretary**: The duties of the President or Co-Presidents shall include but are not limited to the following:

- a. record minutes at all PTA meetings;
- b. prepare notices, agendas, sign-in sheets and materials for distribution;
- c. prepare and read the minutes at PTA meetings;
- d. distribute copies of the minutes for review and approval by the general membership;
- e. maintain the custody of the PTA's records in the principal's office;
- f. incorporate all amendments into the bylaws, and;
- g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
- h. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board; and
- i. perform any other functions reasonably assigned to him/her by

^{4 4} Co-presidents shall determine which President will serve on the SLT and which President will attend Presidents' Council meetings.

the President or Co- President.

3. **Treasurer:** The duties of the treasurer shall include but are not limited to the following:

- a. responsible for all financial affairs of the PTA including but not limited to custody and supervision of PTA financial accounts and funds;
- b. maintain an updated record of all income and expenditures on school premises;
- c. is one of the signatories on checks;
- d. adhere to and implement all financial procedures established by the PTA;
- e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
- f. prepare the PTA's interim and annual financial reports;
- g. make available all books and financial records for viewing by members upon request and for audit;
- h. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- i. perform any other functions reasonably assigned to him/her by the President or Co- President.

4. **Vice President of Fundraising:** The duties of the Vice President of Fundraising shall include but are not limited to the following:

- a. assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- b. act as chairperson of the Fundraising committee (see section VII)
- c. assist with the June transfer of PTA records, including all pertinent user

- ids and passwords, to the incoming executive board, and
- d. perform any other functions reasonably assigned to him/her by the President or Co- President.

5. **Vice President of Membership:** The duties of the Vice President of Membership shall include but are not limited to the following:

- a. assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- b. act as chairperson of the Membership committee (see section VII);
- c. provide guidance, direction, and cohesion to the Delegates;
- d. solicit PTA meeting speakers;
- e. with the Vice President of Communications, maintain an updated list of the Membership
- f. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- g. perform any other functions reasonably assigned to him/her by the President or Co- President.

6. **Vice President of Communication:** The duties of the Vice President of Communication shall include but are not limited to the following:

- a. assume the Recording Secretary's duties in his/her absence or at the President or Co-President's request;
- b. as chairperson of the Communication committee, create, review, and distribute all correspondence on behalf of the PTA to the community at large, including but not limited to oversight of
 - i. *This Week at PPAS* weekly newsletter
 - ii. distributing notices of all PTA meetings and events
 - iii. email blasts
 - iv. social media engagement

- v. updating the PPAS PTA website to reflect current/upcoming events`
- c. provide copies of correspondence to the Recording Secretary for maintenance in the PTA's records;
- d. act as chairperson of the Communication committee;
- e. with the Vice President of Membership, maintain an updated list of the Membership
- f. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- g. perform any other functions reasonably assigned to him/her by the President or Co- President.

7. **Financial Secretary:** The duties of the Financial Secretary shall include but are not limited to the following:

- a. assume the Treasurer's duties in his/her absence or at the President or Co-President's request;
- b. present monthly reports with the Treasurer at general membership and executive board meetings;
- c. prepare and issue tax receipts and acknowledgement letters for all PTA donors including but not limited to:
 - i. annual fund donations;
 - ii. matching gift donations;
 - iii. auction donations
 - iv. corporate donations and sponsorships;
- d. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- e. perform any other functions reasonably assigned to him/her by the Treasurer and President or Co- President

8. **Cultural Delegate:** The duties of the Cultural Delegate shall include but are not limited to the following:

- a. serve as the liaison between the various cultural communities at PPAS, equity liaison/advocate, PPAS administration, and the community at large;
- b. recruit a committee to represent as many as possible cultural and underrepresented cultural backgrounds including BIPOC and LGBTQIA;
- c. attend all meetings of the PPAS POC Committee and any other committees that form surrounding cultural background;
- d. coordinate with the PPAS Equity team to ensure that parents receive timely notification of planned meetings;
- e. responsible for reporting any and all activities and new business involving the PPAS POC community and any other committees that form surrounding cultural background to the Executive Board and at General PTA meetings;
- f. collaborate with the PPAS Equity team and President or Co-Presidents to ensure that all PTA stakeholders feel welcome, affirmed, and represented;
- g. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- h. perform any other functions reasonably assigned to him/her by the President or Co- President.
- i. Only a Parent with a child currently enrolled in middle school or high school at PPAS may serve as the Cultural Delegate.

9. ***Middle School Delegate:*** The duties of the Middle School Delegate shall include but are not limited to the following:

- a. serve as the liaison between the middle school arts staff and the PPAS community;
- b. responsible for reporting any and all activities and new business involving middle school to the Executive Board and at General PTA meetings;

- c. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- d. perform any other functions reasonably assigned to him/her by the President or Co- President.
- e. Only a Parent with a child currently enrolled in middle school at PPAS may serve as the Middle School Delegate.

10. **Performing Arts Delegate:** Each performing art (currently: Dance, Drama, Musical Theater, and Vocal) shall have a separate Performing Arts Delegate. The duties of the Performing Arts Delegate shall include but are not limited to the following:

- a. serve as the liaison between their specific Performing Art partner(s) and the PPAS community;
- b. collaborate with the Grade Delegates to assist with ticket sales, fundraising, and other activities related to performance and events at PPAS
- c. responsible for reporting any and all activities and new business involving their performing art to the Executive Board and at General PTA meetings;
- d. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- e. perform any other functions reasonably assigned to him/her by the President or Co- President.
- f. Only a Parent with a child currently in the specified Performing Art may serve as the delegate for that Performing Art.
- g. Should Performing Arts be added, a delegate will be elected to represent that Performing Art.

11. **Grade Delegate:** The duties of the Grade Delegate shall include but are not limited to the following:

- f. responsible for reporting any and all activities and new business involving grade-specific activities to the Executive Board and at General PTA meetings;
- g. collaborate with the Performing Arts Delegates to assist with ticket sales, fundraising, and other activities related to performance and events at PPAS
- h. assist with the June transfer of PTA records, including all pertinent user ids and passwords, to the incoming executive board, and
- i. perform any other functions reasonably assigned to him/her by the President or Co- President.
- j. Only a Parent with a child currently enrolled in the specified grade at PPAS may serve as the delegate for that grade.

D. Election of Officers

1. Timing

The yearly election of officers of the PTA must be held between May 1st and the second to the last 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.

2. Nominating Committee:

A nominating committee shall be established during the March general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office.

- a. Formation: The 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

If a nominating committee can be formed by the 2nd Wednesday in April, 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 April 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.

- b. Candidates: The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nominations from the floor at a general membership meeting prior to the close of nominations.

- c. 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. The distribution date shall appear on all notices. The meeting format (in-person or virtual) shall appear on all notices. It shall list all candidates in alphabetical order by under the office for which they were nominated.

- d. Duties: The nominating committee's duties include the following:
 - a. canvassing the membership for eligible candidates;
 - b. preparing and distributing all notices of any meeting pertaining to the election process;
 - c. 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;
 - d. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
 - e. verifying the eligibility of all interested candidates prior to the election;
 - f. scheduling the election at a time that ensures maximum

participation;

- g. ensuring that only eligible members receive a ballot for voting;
- h. ensuring that the election is certified by the principal or designee immediately following the election (Refer to Article IV, Section 6); and
- i. ensuring that the election is certified by the principal or his/her designee immediately following the election 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.

3. Contested Elections and Use of Ballot:⁵

- a. Written ballot (paper or digital) shall be used in all contested elections.
- b. Names of candidates shall appear on the ballot in alphabetical order under the title of the office(s) for which they were nominated. Candidates running for co-offices must be listed together and voted for as a team.
- c. Ballots shall be printed with voting instructions in English and, where possible, other languages spoken by parents in the school
- d. Ballots shall be distributed once voter eligibility has been established. If it is not possible to distribute ballots, a digital poll shall be used (ex. Zoom).
- e. Ballots shall be counted immediately following the election and in the presence of the members. If a digital poll was used, the results shall be shared immediately.
- f. Paper ballots, if used, must not be removed from the school.

⁵ Contested elections consist of two or more candidates for any office; voting must be by ballot.

Paper ballots shall be retained for one year on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4. Uncontested Elections

Where there is only one candidate for any office, the election is deemed 'uncontested.' In uncontested elections, members may vote by a single motion by show of hands or by acclamation to accept the slate of incoming officers. The result of the motion is to be reflected in the minutes.

5. Voting Eligibility:

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.

6. Certification of the Election

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected to conduct the nominations and election process.

7. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all PTA records.

- a. 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.
- b. If the office is not a shared office, then the line of succession shall be as follows:

<u>Office becoming Vacant</u>	<u>Officer filling Vacancy</u>
President	Vice President of Membership
Treasurer	Financial Secretary
Recording Secretary	Vice President of Communications

- c. An officer may choose to retain their current position and not assume the higher ranking office.
- d. When an office cannot be filled through succession an expedited election must be held to fill the vacancy.

8. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. 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 5a of these bylaws.

E. Election of School Leadership Team (SLT) Parent Member(s)

1. The President or one Co-President shall automatically serve as a member of the SLT. All other parent representatives shall be elected by the general membership.
2. The election of parent members to the SLT may take place during the same meeting as officer elections.
 - a. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin.
 - b. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.

F. Disciplinary Action

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

2. Officer Removal:

PTA officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.⁶

- a. Removal Process

- i. The motion to remove an officer and the vote on removal

⁶ Officer removal is a serious matter for any PTA, special care must be taken not to violate the rights of any party before any action or vote is taken.

- must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the PTA with a recommendation in writing, within 30 days of the motion to remove an officer.
 - iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
 - iv. The meeting notice must include the vote on removal.
 - v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

Article V – Executive Board

A. Composition

The Executive Board shall be composed of the elected officers of the PTA, including the BIPOC delegate, 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.

B. Meetings

The executive board shall meet monthly, September through June, on the 2nd Wednesday of every month at 6:30PM, unless such date falls on a legal holiday, religious holiday, or school break, in which case the meeting shall be

held on the following or previous Wednesday. At the commencement of each school year the Executive Board can vote to change the schedule of Executive Board meetings. Said schedule will be decided upon no later than October 15th. Any change will be published to the PPAS community.

Additional meetings of the Executive Board may be held at any time, and may be held by electronic means (e.g. conference call, Zoom, webcast) so long as all participants have an opportunity to hear and speak to each other.

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.

C. Voting

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

D. 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.

E. Education Council Selectors

The three mandatory officers of the PTA shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75),

which occurs once every two years. In the case of co-officers, the executive board must determine which co-officer will be the designated selector.⁷

F. June Transfer of Records

1. The PTA must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records.
2. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the principal, as soon as practicable after the election. At least one meeting will be scheduled during the month of June for this purpose.
3. Any member of the executive board may request the assistance of the presidents' council during this process.
4. Responsibilities of individual officers prior to the conclusion of their respective terms:
 - a. The president must provide to the newly elected president login information for all the PTA's accounts (e.g., email, website, memberships, bank and other financials), as well as the password to the PTA's computer and any keys to desks, filing cabinets, and safes (if applicable).
 - b. The recording secretary must make arrangements to provide to the newly elected recording secretary the PTA's bylaws, meeting notices, agendas, and minutes from both general membership and executive board meetings.
 - c. The treasurer must make arrangements to provide to the newly elected treasurer all the PTA's financial records, the EIN and all

⁷Chancellor's Regulation A-660 (Article I, Section G, 5)

information needed to access bank and other financial accounts, as well as information on the method of accounting and financial record keeping used by the PTA.

Article VI – General Membership Meetings

A. General Membership Meetings

1. Timing: General membership meetings of the PTA shall be held monthly, September through June, on the 3rd Thursday of the month; at 6:30pm, unless such date falls on a legal or religious holiday or school break in which case the meeting shall be held on the following or previous Thursday, as determined by the executive board. At least nine meetings shall be held.
2. Notice: Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting. 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 the school and/or PTA website or such other electronic method.
3. Format:
 - a. All general membership meetings can be held in the PTA's home school, virtually, or a hybrid of both. The format of such meetings shall be determined by the Executive Board, with the approval of administration.
 - i. At the beginning of every school year, the executive board may survey the parent members to determine the 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 PTA is unable to conduct general membership meetings in either a virtual or hybrid format, it must continue to conduct in-person meetings.

- b. Committee meetings may be held at locations convenient to the members, however in-person meetings may not be held in private homes.
- c. All eligible members may attend and participate in general membership meetings.
- d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

The order of business at meetings of the PTA, unless changed by the President, shall be:

- 1. Call to Order
- 2. Reading and Approval of Minutes
- 3. President's Report
- 4. Treasurer's Report
- 5. Principal's Report
- 6. School Leadership Team Report
- 7. Committee Reports
- 8. Old Business
- 9. New Business
- 10. Adjournment

C. Quorum

A quorum of at least 8 PTA members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct

official PTA business.⁸

D. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any PTA meeting must be made available to any member upon request.

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

Upon receipt of a written request from eight PTA members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

F. Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

A. Standing Committees

1. **Membership:** The Vice President of Membership shall serve as the chair of the Membership Committee. The responsibilities of the membership

⁸ In exceptional circumstances, the PTA may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

committee shall include but are not limited to:

- a. encourage parent participation through recruitment and outreach;
- b. plan various activities and events for member participation;
- c. coordinate outreach efforts with the Parent Coordinator when possible;
- d. maintain the current list of the PTA's membership.

2. **Budget:** The Treasurer shall serve as the chair of the Budget Committee. The Budget committee shall consist of five members, inclusive of the Treasurer and President. The other committee members shall be appointed by the President. The responsibilities of the budget committee shall include but are not limited to:

- a. review prior year's budget and make recommendations to executive board;
- b. draft a proposed budget each spring for approval by general membership.

3. **Audit:**

- a. **Members:** The Financial Secretary shall serve as the chair of the Audit Committee. Executive board members who are not eligible signatories on PTA checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- b. **Duties:** The responsibilities of the audit committee shall include but not are limited to:
 - i. 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
 - ii. The audit committee may examine all relevant financial statements and records of disbursements, verify all PTA equipment and ensure compliance with

bylaw provisions for the transaction of funds.

iii. 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 record

3. Fundraising: The Vice President of Fundraising shall serve as the chair of the Fundraising Committee. The responsibilities of the fundraising committee include but are not limited to:

- a. supervising all approved fundraising activities, including the Annual Giving Fund;
- b. Propose and develop new fundraising endeavors.

All fundraising activities must be

- a. approved by the membership at a general membership meeting before the fundraising activity is initiated, with such approval recorded in the minutes;
- b. approved in writing by the principal if the fundraising activity is to be held on school property (see Chancellor's Regulation A-610);
- c. reported on to the membership by the Treasurer or Co-Treasurers or designated member of the Fundraising Committee, including a brief statement showing the total amount of money raised, expenses, and net proceeds;
- d. conducted in compliance with the Chancellor's Regulations on Parents Associations and the Schools (A-660, Section III.C), Chancellor's Regulations on Flea Markets (A-650), Fundraising Activities and Collection of Money from Students (A610), and Sale of Nutritious and Non Nutritious Foods (A-812).

4. **Ad Hoc**: The President will appoint standing committee chairpersons with

the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval.

Article VIII - Financial Affairs

A. Fiscal Year

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

B. Accounts

A checking account must be maintained in the name of the PTA. All PTA funds must be deposited into the checking account. Online banking access may be established 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. Linking a PTA account to a personal account is prohibited.

C. Signatories

The president and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An PTA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

D. Payees

No checks may be written payable to "petty cash" or "cash". Signatories may not approve such checks.

E. Bank/Debit Cards

The PTA may receive and have 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.

1. Bank/debit card transactions must receive approval of the general membership.
2. A disbursement form must accompany the transaction and be signed by two officers.
3. Bank/debit cards must not be used for the following items:
 - a. Third party mobile applications. (i.e. mobile phone wallets, or any other electronic device)
 - b. Direct donations
 - c. Out-of-Pocket reimbursements
 - d. Cash withdrawals from an ATM
 - e. Receiving “cash-back” or a “cash refund” from an ensuing transaction

Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.

F. Withdrawals

1. The PTA must not possess or use withdrawal slips.
2. The PTA must not use the bank/debit card to withdraw funds from an Automated Teller Machine (ATM).
3. Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.

G. Budget

1. **Budget Process.** 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 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.
- e. The counting and handling of any cash, checks, or money orders received by the PTA must be completed by at least 2 members of the PTA. These PTA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTA's financial records must display the total amount of funds and the signatures of the PTA members who participated in counting the funds.
- f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- g. All funds should be deposited into the bank account by an authorized executive board member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal

when PTA funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. PTA funds must be taken to the bank for deposit by at least 2 authorized members.

- h. Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.)

2. Budget Amendment

The budget may be amended by vote of the general membership at any membership meeting.

3. Expenditures

- a. All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- b. Emergency Expenditures: The president is authorized to approve an emergency expenditure not to exceed five hundred dollars (\$500) without a resolution approving such expenditure. These expenditures shall be reported to the general membership at the next PTA meeting in writing by the treasurer.
- c. Arts Partners Expenditures:
 - i. At the start of each fiscal year, the arts partners shall submit a written request for funds to the PTA President. This written request shall detail the intended use of the funds. The purpose of the PTA funds for arts partners is

exclusively for expenses related to auditions, rehearsals, performances, and college prep. Such expenses include but are not limited to:

1. personnel (i.e. director, choreographer, musical directors, etc);
 2. space rental;
 3. sets;
 4. costumes;
 5. sound;
 6. lighting;
 7. video
 8. licensing;
 9. master classes or workshops.
- ii. After reviewing the arts partners' requests, the Executive board shall propose, and the general membership shall approve of, an equitable disbursement of funds to the PPAS Arts Partners.

d. Equity Expenditures

- i. At the start of each fiscal year, the PTA shall ensure that the budget includes a line item for an equity liaison/advocate;
- ii. the PTA shall retain the services of an equity liaison/advocate.

H. Financial Accounting

1. Financial Report

The treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA 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.

2. Record Keeping

The treasurer shall be responsible for all funds of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer 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 hard copies of financial records of the PTA including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the PTA by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

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

These bylaws, as set forth above, have been voted on and approved by the

membership at the membership meeting held on April 28, 2022.

Signed by:

Print Name:

Harley Abrevaya,
Co-President

Co-President

Michael Grassotti,
Co-President

Co-President

Lisa Duke,
Recording Secretary

Recording Secretary

Date

Date

Date filed with Principal (Month) (Day) (Year)