

BYLAWS

of the

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

Amended as of April 2026

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** shall include but are not limited to the following:

1. lead PPAS to excellence by fundraising and volunteering to provide much needed support and resources to arts partners, academic teachers, and administrators for the educational, developmental, emotional, and personal growth of all students;
2. through clear communication, build empathy and equity by fostering a connection between all PPAS parents/guardians and teachers and administrators;
3. promote engagement and community by providing opportunities for parents/guardians to participate in school governance and decision-making;
4. build empathy and equity by fostering a connection between all PPAS parents/guardians and teachers and administrators;
5. promote and help develop a cooperative working relationship between the parents/guardians and staff of PPAS;
6. develop parent/guardian leadership and build capacity for greater involvement; and
7. further such other purposes as set forth in the PTA’s Certificate of Incorporation.

Article III – Membership

A. Eligibility

1. A parent/guardian 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/guardians of their automatic Membership status and voting rights while introducing the PTA and inviting their involvement.
2. The term ‘parent/guardian’ 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; and
 - f. Person(s) in parental/guardian relationship.¹
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.

¹ The term “person(s) in parental/guardian relationship” refers to a person who has assumed the care of a child because the child’s parents/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/guardian 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.

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 voluntary donations to help meet annual fundraising goals as reflected in the annual PTA-adopted budget.

C. Voting Privileges

1. Every parent/guardian 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 (CR A-660).²
2. Voting by proxy, absentee ballot, or email is prohibited. Voting during video conference meetings is permissible (i.e., via Zoom, Google Meeting, MS Teams, or the like).
3. Each teacher and (any other categories of staff granted Membership rights, such as para-professionals, school aides, school secretaries and food service workers) staff person 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, Treasurer, and Vice President. The PTA must elect the Mandatory Officers in order to be a functioning PTA. There shall be no qualification requirements

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

for any parent/guardian to be an Office holder of the PTA, other than to be a parent/guardian 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;
- e. Cultural Delegate;
- f. Arts Delegates (each current Artistic Discipline shall have their own individual delegate, currently Musical Theater, Drama, Dance, Vocal, Film, and/or any other Artistic Discipline that might be added in the future);
- g. Middle School Delegate (covering 6th-8th grade classes); and
- h. Grade Specific Delegates (9th-12th/HS grade classes shall each have their own delegate).

3. Any Officer role may be filled by Co-Officers. There shall never be more than two (2) Co-Officers for any one (1) position. No parent/guardian shall hold more than one (1) Officer role at the same time.

4. 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 **an Officer** 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 (2) consecutive one (1) 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 Officer positions of the PTA, including Delegate positions.**

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. serve as 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;
 - e. provide opportunities for leadership development **for Officers and all Members**;
 - f. delegate responsibilities to other PTA Members as needed;
 - g. attend all regular Meetings of the Presidents' Council⁴;

³ The term of an Officer 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 Officer role may be limited by the number of consecutive times a person may serve as that particular Officer.

⁴ Co-Presidents shall determine which President will attend Presidents' Council Meetings.

- h. serve as a **Required** Member of the School Leadership Team (“SLT”)⁵;
- i. meet regularly with the Executive Board Members;
- j. plan the agendas for the General PTA 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 and responsibilities that may be useful to the furtherance of the goals of the PTA and PPAS.

2. **Recording Secretary**: The duties of the **Recording Secretary or Co-Recording Secretaries** 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 PTA Meeting minutes, distribute copies of the minutes for review in advance of Meetings during which they will need to be approved by the General Membership or Executive Board for the permanent record, and read the minutes during Meetings as appropriate;**
- d. maintain the custody of the PTA’s records in the Principal’s office;
- e. incorporate amendments into the Bylaws;
- f. ensure that signed copies of the **current** Bylaws with the latest amendments are on file in the Principal’s office **and available on the PPAS PTA website;**
- g. assist with the June transfer of PTA records, including all pertinent user IDs and passwords, to the incoming Executive Board; and

⁵ Co-Presidents shall determine which President will serve on the SLT.

- h. perform any other functions reasonably assigned to him/her by 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. serve as the Chair of the Financial Committee;
- e. serve on the Investment Committee;
- f. adhere to and implement all financial procedures established by the PTA;
- g. prepare and present a written report of all transactions at every Executive Board and General PTA Membership Meeting (which includes income, refunds, reimbursements, and other expenditures, and opening and closing balances for the reporting period);
- h. prepare the PTA's interim and annual financial reports;
- i. make available all books and financial records for viewing by Members upon request and for audit;
- j. assist with the June transfer of PTA records, including all pertinent user IDs and passwords, to the incoming Executive Board; and
- k. perform any other functions reasonably assigned to him/her by the President or Co-President.

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

- a. serve as deputy to the President or Co-Presidents, and assume the President's duties in his/her absence or at the President or Co-President's request;
- b. be prepared to preside at all Meetings of the PTA;
- c. as designated by President or Co-President, serve as Ex-Officio Member of select PTA Committees, but not the Nominating Committee or the Financial Committee;
- d. serve as a Member of the Audit Committee;
- e. make best efforts to be available to support all key parent/guardian and school activities;
- f. encourage meaningful participation in all parent/guardian and school activities;
- g. in collaboration with President or Co-Presidents, provide opportunities for leadership development for Officers and all Members;
- h. in collaboration with President or Co-Presidents, delegate responsibilities to other PTA Members as needed;
- i. attend all regular Meetings of the Presidents' Council;
- j. be one of the signatories on checks;
- k. assist with the June transfer of PTA records, including all pertinent user IDs and passwords, to the incoming Executive Board; and
- l. perform any other functions reasonably assigned to him/her by the President or Co-President.

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

- a. lead the fundraising efforts and development timeline, in collaboration with Executive Board Members and others as appropriate, to ensure that fundraising goals are achieved, as reflected in the PTA-adopted budget;
- b. work with Vice President or Co-Vice Presidents of Communications, Vice President or Co-Vice Presidents of Membership, all Delegates, President or Co-Presidents, and other Executive Board Members as appropriate to communicate about fundraising needs and development campaigns, to engage the greater PPAS PTA community in achieving the fundraising goals over the course of the year;
- c. work with the Treasurer, Financial Secretary, and other Executive Board Members as appropriate to ensure that donors are properly acknowledged and receipted for their contributions;
- d. serve on the Financial Committee;
- e. serve on the Investment Committee;
- f. assume the President's or Co-Presidents' or Vice President's duties in his/her/their absence or at the President's or Co-Presidents' request;
- g. act as Chairperson of the Fundraising committee (see section VII);
- 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.

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

- a. act as Chairperson of the Membership committee (see section VII);

- b. focus on building connections and strengthening bonds throughout the greater PTA community throughout the year, including by gathering people via special events or activities in multiple NYC Boroughs where our families reside, working in collaboration with the President or Co-Presidents, all Delegates, and other Executive Board Members as appropriate;
- c. work closely with the Delegates to engage individuals throughout the greater PTA community, providing guidance, direction, and cohesion to the overall efforts;
- d. in collaboration with President or Co-Presidents, provide opportunities for leadership development for Officers and all Members;
- e. solicit PTA Meeting speakers;
- f. with the Vice President of Communications, maintain an updated list of the Membership;
- 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.

7. **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. act as Chairperson of the Communication committee;
- c. 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. weekly e-newsletter (currently "PPAS PTA In the Spotlight");

- ii. distributing notices of all PTA Meetings and events;
 - iii. email blasts;
 - iv. social media engagement;
- d. updating the PPAS PTA website to reflect current/upcoming events;
- e. provide copies of correspondence to the Recording Secretary for maintenance in the PTA's records;
- f. with the Vice President of Membership, maintain an updated list of the Membership;
- 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.

8. **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. in collaboration with the Treasurer and the Vice President of Fundraising, 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. benefit event ticket purchases; and
 - v. corporate donations and sponsorships;
- d. serve as the Chair of the Audit Committee;

e. serve on the Investment Committee;

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 Treasurer and/or President or Co-President.

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

a. working toward enhanced inclusivity, serve as the liaison between the various cultural communities at PPAS, equity liaison/advocate, PPAS administration, and the community at large;

b. work with existing committees and/or recruit a committee to represent and engage as many as possible from different cultural backgrounds, including by getting involved at the PPAS Club level, aiming to serve underrepresented and historically marginalized communities, including but not limited to people of color, ESL or English language learners, LGBTQIA individuals, those with various religious backgrounds, and more;

c. attend Meetings of the PPAS Equity Team and any other committees that form around various cultural backgrounds;

d. coordinate with the PPAS Equity Team to ensure that parents/guardians receive timely notification of planned Meetings;

e. work with PPAS Equity Team, other PTA Executive Board Members, and others as appropriate, to utilize event opportunities and existing cultural celebrations to engage individuals and communities throughout our greater PTA community;

f. responsible for reporting activities and new business involving the PPAS Equity Team, committees representing various cultural

- backgrounds, and other cultural communities as appropriate to the Executive Board and at General PTA Meetings;
- g. collaborate with the PPAS Equity team and President or Co-Presidents to ensure that all PTA stakeholders feel welcome, affirmed, and represented;
 - 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.

10. **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 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.

11. **Arts Discipline Delegates**: Each Arts Discipline (currently: Dance, Drama, Musical Theater, Vocal, Film) shall have a separate Arts Discipline Delegate. The duties of the Arts Discipline Delegates shall include but are not limited to the following:

- a. serve as the liaison between their specific Arts Discipline partner(s) and the PPAS community;

- b. collaborate with the Grade Delegates to assist with ticket sales, fundraising, and other activities related to performances, presentations, and events at PPAS;
- c. responsible for reporting activities and new business involving their Arts Discipline 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. Should any Arts Discipline be added, a new delegate will also be elected to represent that Arts Discipline.

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

- a. responsible for reporting activities and new business involving grade-specific activities to the Executive Board and at General PTA Meetings;
- b. collaborate with the Arts Discipline Delegates to assist with ticket sales, fundraising, and other activities related to performances, presentations, and events at PPAS;
- 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.

D. Election of Officers

1. Timing

The yearly election of Officers of the PTA must be held between April 1st and the last Friday in May, or within any updated DoE guidelines. This allows for at least one (1) month of transition between election of new Officers and Term completion of predecessor Officers, during which new Officers are requested to attend regularly-scheduled Executive Board Meetings as observers, and incoming and outgoing Officers are required to schedule time together to facilitate a smooth transition with the change of the Fiscal Year.

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 (3) to five (5) volunteers, none of whom plan to run for office, and less than half of whom are current Members of the Executive Board.

- a. **Formation**: The Nominating 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 or Co-Presidents, 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 **cannot** 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 in the coming year. 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 Nominating 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:

- I. canvassing the Membership for eligible candidates;
- II. preparing and distributing all notices of any Meeting pertaining to the election process;
- III. 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 General Membership Election Meeting;
- IV. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- V. verifying the eligibility of all interested candidates prior to the election;
- VI. scheduling the election at a time that ensures maximum participation;
- VII. ensuring that only eligible Members receive a ballot for voting;
- VIII. ensuring that the election is certified by the Principal or designee immediately following the election (Refer to Article IV, Section 6); and
- IX. 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 (6) months or until a determination of any grievance filed, whichever is longer.

3. Contested Elections and Use of Ballot:⁶

- 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/guardians 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 (i.e., 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.

Paper ballots shall be retained for one year on school premises for one (1) 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.

⁶ Contested elections consist of two or more candidates for any office; voting must be by ballot

5. Voting Eligibility

There shall be one vote per Member (whether Parent or Teacher). Only parents/guardians 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 shared, then the line of succession shall be as follows:

Mandatory Office Vacated

President

Treasurer

Recording Secretary

Vice President

Officer to fill Vacancy

Vice President

Financial Secretary

Vice President of Communications

Vice President of Fundraising

- 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 **Required** Member of the SLT. All other parent/**guardian** representatives shall be elected by the General Membership.
2. The election of parent/**guardian** 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/**guardian** Members to the SLT may begin.
 - b. The election of parent/**guardian** 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 unbefitting the Office as determined by the General Membership.
- e. Any Officer who violates standards for a PTA Officer as outlined in the PTA's current Code of Conduct.
- f. 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 followed by two thirds ($\frac{2}{3}$) vote of the Membership.⁷ **Removal Process:**

- a. The motion to remove an Officer and the vote on removal must not occur during the same Meeting.
- b. Once a motion or recommendation has been made to remove an Officer, a Review Committee **must** be formed.
- c. This Review Committee will gather information and provide the PTA with a recommendation in writing, within 30 days of the motion to remove an Officer.

⁷ 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.

- d. 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 and submitted to the Mandatory Members of the Executive Board.
- e. The Meeting notice must include the vote on removal.
- f. 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 all Delegates. Officers shall be expected to attend all Executive Board Meetings or be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing for absences. 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 a suitable, consistent date and time selected by the Executive Board, such as 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 **September** 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 **four (4)** Mandatory Officers of the PTA shall be the selectors for the parent/**guardian** 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 (2) years. In the case of Co-Officers, the Executive Board must determine which Co-Officer will be the designated selector.

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/guardian 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 Chancellor'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 a suitable, consistent date and time selected by the Executive Board, such as the 3rd Wednesday 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 Wednesday, as determined by the Executive Board. 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 September 15th. Any change will be published to the PPAS community. At least nine (9) Meetings shall be held.
2. **Notice**: Written notice of each General Membership Meeting shall be distributed in languages spoken by parents/guardians at the school, whenever possible. The PTA Website will include a place where a parent/guardian can request materials to be translated into a specific language other than English. 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/guardian 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.
 - ii. Committee Meetings may be held at locations convenient to the Members.
 - iii. All eligible Members may attend and participate in General Membership Meetings.
 - iv. 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 in advance of the Meeting by the President or Co-Presidents or their designee, shall be:

1. Call to Order
2. Review 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/guardian 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/guardians stating precisely what the topic of the Special Meeting will be.

Upon receipt of a written request from eight (8) PTA Members, the President must call a special Membership Meeting within five (5) calendar days of the request and provide 48 hours written notice to parents/guardians.

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

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 Committee**: The Vice President of Membership shall serve as the Chair of the Membership Committee. The responsibilities of the Membership Committee shall include but are not limited to:

- a. encourage parent/guardian participation through recruitment and outreach;
- b. plan various activities and events for Member participation throughout the year and in multiple NYC Boroughs where our families reside, to build connections and strengthen bonds throughout the greater PTA community;
- c. coordinate outreach efforts with the Parent Coordinator when possible; and
- d. maintain the current list of the PTA's Membership.

2. **Financial Committee**: The Treasurer shall serve as the Chair of the Financial Committee. The Financial Committee shall consist of at least five (5) Members, inclusive of the Treasurer and President. The other Committee Members shall be appointed by the President and/or the Treasurer. The responsibilities of the Financial Committee shall include but are not limited to:

- a. participate in regular Financial Committee Meetings to ensure that all elements of the Board-adopted projected budget are regularly reviewed and considered against actual figures, so that circumstances can be considered

and discussed as appropriate, including with the Executive Board and the General Membership, and so that Budget Modifications can be proposed and considered to address opportunities and/or challenges;

- b. review prior year's budget with all Officers – including Delegates – and other relevant parties, invite their requests and recommendations for the future year, and draft the annual budget to recommend to Executive Board; and
- c. following Executive Board review and discussion, create final draft of a proposed budget each spring for review and approval by General Membership prior to conclusion of the current Fiscal Year.

3. **Audit Committee:**

- a. **Members:** The Financial Secretary shall serve as the Chair of the Audit Committee. The Vice President will serve on the Audit Committee. No more than one Executive Board Member who is an eligible signatory 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 review the annual independent external audit, as applicable, sharing relevant findings with the Finance Committee, Executive Board, and General PTA, and addressing concerns by making recommendations for actions as needed in current or future year;
 - ii. Especially in the absence of an annual independent external audit, the Audit Committee shall oversee and/or conduct an annual audit of all financial affairs of the PTA with the help of the Treasurer, who shall make all books and records available to them;

- iii. 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.
- iv. Especially in the absence of an annual independent external audit, 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. Investment Committee:

The purpose of the Investment Committee is to carry out the adopted PTA Fiscal Policy/Policies in overseeing any funds outside of the annual operating area, such as Endowment and/or Cash Reserve. The Investment Committee should have five (5) or more Members, and no less than three (3). The Chair and at least half the Members of the Investment Committee will not be current Members of the Executive Board. The Investment Committee will meet regularly; keep in close contact with any external Financial Advisor who may be involved in overseeing the management of monies outside of the annual operating funds; and report monthly to the Executive Board and the General Membership.

4. **Fundraising Committee:** 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. ensuring that the fundraising efforts and development timeline will achieve fundraising goals over the course of the Fiscal Year, as reflected in the PTA-adopted budget;

- b. supervising and communicating about all approved fundraising activities, including the Annual Giving Fund and annual fundraising benefit event;
- c. propose, develop, execute, and/or oversee new fundraising endeavors; and
- d. engage the greater PTA community in fundraising efforts and activities.

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 a designated Member of the Fundraising Committee and/or the Treasurer or Co-Treasurers, 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 Committee(s)**: 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 and shall be titled in keeping with the calendar year covering the January 1 through June 30 period within that fiscal year (e.g., Fiscal Year 2026 = July 1, 2025-June 30, 2026).

B. Accounts

A checking account must be maintained in the name of the PTA. All PTA funds **for annual operating use** 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 or Co-Presidents, Treasurer, and Vice President 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). A 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 (2) 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; and
 - 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 **modifications** may be proposed at this time.
 - d. **If modified**, the Executive Board must present the budget for General Membership approval no later than the October Meeting, **or the next General Meeting after any proposed modification(s) at other points in the year.**
 - e. The counting and handling of any cash, checks, or money orders received by the PTA must be completed by at least two (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 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 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 two (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 Modification**

The budget may be **modified** by vote of the General Membership at any General 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 or Co-President is authorized to approve an emergency expenditure not to exceed **one thousand dollars (\$1,000)** 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:

- a. personnel (i.e. director, choreographer, musical directors, etc);
 - b. space rental;
 - c. sets;
 - d. costumes;
 - e. sound
 - f. lighting;
 - g. video;
 - h. licensing; and
 - i. 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; and
 - 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/guardians 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 ($\frac{2}{3}$) 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 three (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 ($\frac{2}{3}$) 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 May 20, 2026.

Signed by:	Print Name:
Ruth Hawkins, Co-President	
Date	
Raven Caitlin, Co-President	
Date	
Erin Clancy Balsamo, Recording Secretary	
Date	
Date filed with Principal (Month) (Day) (Year)	