



# BYLAWS

OF

The P.S. 130 PTA

APPROVED, AS AMENDED, BY THE MEMBERSHIP  
ON April 23, 2015

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PRESIDENT'S NAME

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PRESIDENT'S SIGNATURE

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DATE

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OFFICER'S NAME

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OFFICER'S SIGNATURE

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TITLE

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DATE

## **Article I - Name**

The name of the association shall be the **PS 130 PTA**.

## **Article II - Objectives**

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

## **Article III - Membership**

### Section 1 Eligibility

Membership in the association shall be limited to parents, legally appointed guardians, and persons in parental relation to students currently attending PS 130. Parents, legally appointed guardians or persons in parental relation to students are automatically members of the PTA; no membership form is necessary. In the beginning of the school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

Membership shall be open to all teachers currently employed at PS 130.

### Section 2 Donations

Donations are not a requirement for membership, voting, or running for office. The executive board may decide to request that each member make a voluntary donation, in an amount established by the board.

### Section 3 Voting Privileges:

Each parent of a child currently enrolled at PS 130 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at PS 130 shall be entitled to one vote.

The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

## Article IV – Officers

### Section 1 Titles

The Executive Board shall be comprised of the PTA Officers (the “Officers”). The Officers may include but are not limited to the following: **President or Co-Presidents (see bylaws provision below), Co-Vice Presidents (4), Recording Secretary, Communications Secretary, Treasurer and one or two Members at Large.** The association must elect the mandatory core officers (president, recording secretary, and treasurer) in order to be a functioning association. In the event that two eligible parent members are interested in running for the sole office position of President, the association may take nominations for the positions of Co-Presidents. Co-Presidents will assume the duties of the President outlined below. The term of office for Co-Presidents shall be for one year as outlined below.

Additional executive board officers may be elected as needed, but the creation of those additional officer positions must be presented for approval by the vote of the general membership.

There shall be no qualifications for any office other than to be a parent, legal guardian or person in parental relation of a child attending PS 130.

Members of the Executive Board shall make best efforts to attend PTA meetings and participate in PTA activities.

### Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30<sup>th</sup>, except Member(s) at Large, whose term limits shall be from October 1 through June 30<sup>th</sup>. Officers other than the Member(s) at Large shall be elected by the second Friday in June for a one-year term beginning July 1. Member(s) at Large shall be elected at the September association meeting. Eligibility for office is limited to parents, legally appointed guardians or persons in parental relation who are not employed at PS 130. Term limits for each officer position for the association, including chairpersons of Standing Committees, shall be two consecutive one year terms. Candidates may be elected to serve in a third term provided no other interested candidate is nominated and willing to serve.

### Section 3 Duties of Officers

- 3.1 President or Co-Presidents: The president or co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president (see bylaws provision below) shall attend all regular meetings of the presidents’ council (except as agreed otherwise by the executive board), and shall be a core member of the school leadership team. In the event the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school’s representative to the region/district presidents’ council. The president or co-presidents shall meet regularly with the executive board

members in accordance with these bylaws to plan the agendas for the general membership meetings. The president or co-presidents shall be one of the eligible signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PA on region/district committees. The president shall assist with the June transfer of association records to the incoming executive board.

3.2 Co-Vice Presidents (4): All co-vice presidents shall be available to assume the duties of the president in his or her absence, or to assist the President as requested. Any Co-Vice President shall be one of the eligible signatories on checks. All Co-Vice-Presidents shall assist with the June transfer of all association records to the incoming executive board.

3.2.1 Co-Vice President, after-school enrichment: The duties of this Co-Vice President shall include serving as the Chair of the After-school Enrichment Committee and organizing and administering the after-school enrichment program.

3.2.2 Co-Vice President, fundraising: The duties of this Co-Vice President shall include, but not be limited to, serving as the Chair of the Fundraising Committee, and administering and coordinating fundraising activities of the PTA, including committee events, grant-writing, and other fundraising activities, with the support and assistance of the fundraising committee and ad hoc committees, and members as appropriate.

3.2.3 Co-Vice President, social events: The duties of this Co-Vice President shall include, but not be limited to, serving as Chair of the Social Committee, and organizing and administering social events for the PTA, and assisting with volunteer coordination for PTA events and fundraisers.

3.2.4 Co-Vice President, community affairs: The duties of this Co-Vice President shall include, but are not limited to, serving as Chair of the Audit Committee, and organizing and administering the community-facing work of the PTA, including participatory budgeting, and other opportunities to engage with our broader community and other schools, as appropriate to serve the interests of the PTA.

3.3 Recording Secretary: The recording secretary shall record the official record (minutes) of the proceedings and actions of all association meetings. In coordination with the president and communications secretary, responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed, and providing assistance to the communications secretary as appropriate. The recoding secretary shall be a member of the membership committee. The recording secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the association's records on school premises. The recording secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

- 3.4 Communications Secretary: The communications secretary shall inform parents of PTA events and activities, and facilitate communication between parents and the PTA. He or she will be the chairperson of the membership committee, and shall work closely with the Parent Coordinator to ensure effective communication with parents, in the major languages spoken by families in the school. The communications secretary will coordinate the PTA's website content, social media activity and communicate with the class parents about PTA events or other matters as appropriate. The communications secretary shall assist with the June transfer of all association records including passwords and access to communication accounts to the incoming executive board.
- 3.5 Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of a written financial report at all association meetings. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare and provide the January 31 interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all association records to the incoming executive board.
- 3.6 Member(s) at Large: One or two members at large shall participate in all deliberations of the Executive Board and vote on matters before the Board. They shall perform such tasks (including the chairing of committees) as may be assigned by the president, with the approval of the Executive Board.
- 3.7 School Leadership Team Membership: The president of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event of co-presidents, refer to Article IV, Section 3.1 of the association's bylaws.) All other parent member representatives shall be elected by the general membership.

#### Section 4 Election of Officers

The yearly election of all mandatory officers of the association (president, treasurer and recording secretary), co-vice presidents, and the communications secretary must be held by the second Friday in June. Elections for the members at large shall be held at the September meeting of the association. Any timeline established by the association 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 two weeks prior to the second Wednesday in May.

Employees of PS 130 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS 130.

- 4.1. Nominating Committee: A nominating committee shall be established during the February general membership meeting, which shall consist of three to five members. The majority of the committee members must

come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at PS 130 shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

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

- canvassing the membership for eligible candidates throughout the months of February - April;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, at least ten calendar days in advance of any meeting(s), in English and other languages spoken by parents at the school, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election immediately following the April meeting;
- determining and verifying the eligibility of all interested candidates prior to the election;
- reporting the names of previously nominated candidates during the April meeting;
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the April meeting;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- notifying the principal of the date of the election in writing two weeks prior to the second Wednesday in May;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- completing the spring election during the time period between the day that falls ten days after the second Wednesday of May and the second Friday in June of each school year;
- ensuring that the election is certified by the principal or his/her designee immediately following the election; and
- maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed whichever is longer.

If a nominating committee cannot be formed by the end of February the association must proceed with an expedited election no later than the second week in June. The expedited election will occur at a single

meeting where all nominations are taken from the floor for all offices immediately prior to the election.

- 4.2. Co-presidents: In the event that two members are interested in running for the shared office of president, they may be nominated as co-presidents. No co-president nominee may move forward to an election unless there is another member willing to serve as their co-president.
- 4.3. Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed, but not less than ten (10) calendar days prior to the date. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they are nominated.
- 4.4. Voting Requirements: There shall be one vote per member for the child/children currently attending PS 130. If the association is a parent Teacher Association, each teacher currently employed at PS 130 shall be entitled to one vote. Voting by proxy or absentee ballot is prohibited.
- 4.5. Contested Elections and the Use of Ballots:
- Written ballots are required for all contested offices.
  - Names of candidates shall appear on the ballot in alphabetical order by last name under the title of the office(s) for which they were nominated.
  - Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
  - Ballots shall be distributed once voter eligibility has been established.
  - Ballots must remain in the meeting room until the election meeting has been adjourned.
  - Ballots must be counted immediately following the conclusion of voting and in the presence of members.
  - Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary. The association must retain ballots 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.
- 4.6. Uncontested Elections:  
In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers. The result of the vote must be recorded in the minutes.
- 4.6 Unfilled Positions:  
In the event that any of the non-mandatory board positions remain unfilled after the spring election, the Executive Board shall hold a special election in September or October to elect those officers.

Section 5 June Transfer of Records

The outgoing executive board members shall arrange for the orderly transfer of records and information of the PA, which shall include an overview of all PA transactions for the school year, to the incoming executive board members, including all parent contact information obtained during their term of office, a list of Association vendor accounts, and internet logins. At least two meetings will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the district or region presidents' council during this process.

Section 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.

Section 7 Vacancies

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by one of the co-vice presidents (by agreement of the board) or next highest ranking officer. In the event that the mandatory offices (President, Recording Secretary and Treasurer) cannot be filled through succession, an expedited election must be held to fill the vacancy. 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 association records. In the event of a resignation of the secretary, he/she must transfer records to the President or Co-Presidents.

Section 8 Special Expedited Election Process

Special Expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Recording Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty-eight hours prior to holding a special election to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least a five calendar day written notice to the membership.

Section 9 Disciplinary Action

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

In other instances where an elected officer(s) of the association has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by any association member during any meeting of the association to appoint a review committee. The motion must be approved by a majority vote of the general membership present.



- The majority of the review committee must be comprised from the general membership. Executive board members may not serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a general membership meeting within a period not to exceed 30 calendar days from the date of the establishment of the review committee. The association's notice and agenda must cite that a vote will be taken by the general membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).
- The result of the motion must be submitted in writing to the principal and the Division of Family and Community Engagement.

## **Article V - Executive Board**

### Section 1      Composition

The executive board shall be composed of the elected officers of the association (and chairpersons of standing committees). 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 for repeated nonattendance is rendered in writing.

### Section 2      Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the 2<sup>nd</sup> Monday of each month at 6:00pm unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous Monday. The Executive Board may agree upon meeting at a different time and/or regularly meeting more frequently than once a month. If the Executive Board does agree upon a different time for its meetings, the revised meeting time shall be communicated to the general membership in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.

### Section 3      Voting

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

### Section 4      Quorum

Two (2) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

## **Article VI – General Membership Meetings**

### **Section 1      General Membership Meetings**

- 1.1. Unless altered by agreement of the Board with input from the general membership and the principal, the general membership meetings of the association shall be held on the fourth Thursday of each month from September through June at 6:00p.m. If such date falls on a legal or religious holiday, the meeting shall be held on the following or previous Thursday, as determined by the executive board. Written notice of each membership meeting shall be distributed in all applicable languages, whenever possible. Ten calendar days notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices. If a general membership meeting must be rescheduled at a different time, written notice shall be distributed to parents and the revised information shall be posted in the customary ways of communicating with parents, such as the school calendar, PTA bulletin board, and PTA website.
- 1.2. All meetings, including executive board meetings, must be held in the association's home school. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate in general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4. Observers may speak or otherwise participate, if acknowledged by the presiding officer.

### **Section 2      Order of Business**

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

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

### **Section 3      Quorum**

A quorum of 20 members of the association (including at least nine general association members and two executive board members) shall be required in order to conduct official association business.

Section 4 Minutes

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

Section 5 Special Membership Meetings

5.1 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.

5.2 In addition, upon receipt of a written request from five (5) association members, the president must call a special membership meeting within 5 calendar days of the request and with 48 hours written notice to parents.

Section 6 Parliamentary Authority

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

**Article VII - Committees**

Section 1 Standing Committees

The standing committees of the association are the following:

After-school Enrichment: The After-school Enrichment Committee shall have responsibility for establishing the vision, mission and programmatic direction of the after-school enrichment program. The chairperson of the Committee shall be the Vice President of After-School Enrichment. The committee shall consist of the committee chairperson, and additional parent volunteers, who meet at least once a month throughout the year to oversee the management of the program. The committee shall adopt the policies and practices necessary for the overall operation and administration of the program.

Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based on their initial findings. The treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Fifth grade committee: The Fifth Grade Committee shall be responsible for sharing information about middle school with fifth grade families, organizing fundraisers to support the fifth grade activities, coordinating volunteers for fifth grade trips and events, and producing the annual PS 130 yearbook.

Fundraising: The Fundraising Committee shall be responsible for coordinating the fundraising activities of the PTA, including but not limited to fundraising events, grant writing, and the annual appeal. It shall work closely with the Executive Board and school administration to determine fundraising goals, and with the ad hoc committees to coordinate their activities as appropriate. The chairperson of the fundraising committee shall be the Vice President of Fundraising.

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The Communications Secretary shall serve as the chairperson of the membership committee, and will coordinate their outreach efforts and strategies with the school's Parent Coordinator. The Recording Secretary shall be a member of this committee. The membership committee shall prepare a newsletter to all members at least twice a year which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies, association budget and any other material deemed appropriate by the Executive Board. The committee shall also be responsible for maintaining a current list of members, and updating email contact information for members, and supporting the Class Parent program in conjunction with the Parent Coordinator.

Social Committee: The Social Committee shall be responsible for coordinating and administering the social events of the PTA, such as the fall festival, dances, the annual talent show, and other events as determined by the Executive Board and the association. The Social Committee shall coordinate with the Fundraising Committee to the extent there is a fundraising component of an event. The Vice President of Social Events shall be the chairperson of the Social Committee.

## Section 2 Ad Hoc Committees

- 2.1 Ad hoc parent involvement committees shall be created from time to time and exist to fulfill the PTA's objectives. These committees include, but are not limited to, the following: Arts Committee, Garden Committee, and the Health & Nutrition Committee. Each Committee shall be chaired by a member of the Executive Board, or by another PTA member upon majority approval of the Executive Board. Any PTA members desiring to form a new committee are welcome to do so with approval of a majority vote of the Executive Board.
- 2.2 Ad hoc committee chairpersons (or their delegates) are requested to attend monthly Executive Board meetings. In the event that an ad hoc committee chairperson is unable to attend, they are to provide information to the president about their activities that month in advance of the Executive Board meeting. Ad hoc committee chairpersons may not vote during Executive Board meetings

unless the Executive Board votes to make an ad hoc committee a standing committee, with approval of the general membership.

Section 3 Notice, committee membership, and chairpersons

- 3.1 Information about all standing and ad hoc committees shall be distributed to the general membership at or before the May membership meeting and at the September meeting, and made available regularly to the general membership by the Membership Committee, such as through newsletters, bulletin boards, and the PTA website.
- 3.2 Chairpersons of all committees are responsible for recruiting members from the general membership, and ensuring that regular meetings of their committees occur. In the event that a committee is not able to meet the obligations set forth in these bylaws, the chairperson must immediately inform the Executive Board, which will decide on a course of action. In the event that a committee chairperson (other than an Executive Board member) is unable or unwilling to perform his or her duties, he or she may be removed by the President after a vote of the executive board. A committee chairperson who is also an Executive Board member may be removed from office for being derelict or negligent in the performance of his or her duties as chairperson, consistent with the provisions of Article IV, Sec. 9.

**Article VIII - Financial Affairs**

Section 1 Fiscal Year

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

Section 2 Signatories and handling of funds

- 2.1 The president or co-presidents, vice presidents and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. Signatories shall not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.
- 2.2 The counting and handling of any cash, checks, or money orders received requires at least two non-related association members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized association members. All monies must be counted at school.

No parent and/or staff members shall collect fund raising proceeds from any student without the written approval from the principal.

All funds shall be deposited in the bank account by authorized executive board members 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. No funds shall be kept in a member's home but shall be secured and locked in the school.

Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the expenditure, etc.)

### Section 3 Budget

- 3.1 The budget committee shall consist of five (5) persons and be chaired by the treasurer. The committee shall be responsible for:
- Presenting the budget for membership approval which must be voted on by no later than the October membership meeting;
  - A written review of the prior year's budget for discussion at the May membership meeting;
  - Preparing a proposed budget for adoption by the membership at the May membership meeting;
  - The development and/or review of the budget process which includes:
    - The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the May meeting.
    - The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 The executive board is authorized to make an emergency expenditure not to exceed \$300.00 with a two-thirds approval of the executive board. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

### Section 4 Audit

- 4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend an external audit of the association's financial records be conducted.
- 4.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all

association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

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

## Section 5 Financial Accounting

- 5.1 The treasurer shall prepare and provide copies of the Interim Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting, including all income, expenditures, and other transactions, to be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 The treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The treasurer, secretary, at least one other executive board member, and additional persons as needed shall be designated and approved the Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

All collected monies for the next day bank deposit must be secured on school premises.

## **Article IX – Amendments**

These bylaws may be amended at any regular meeting of the association 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. These bylaws shall not contain language that does not conform with Chancellor's 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. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on September 23, 2010.

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
(Month) (Day) (Year)

Filed with the Principal on \_\_\_\_\_  
(Month) (Day) (Year)