

DRAFT

October 22, 2010

BYLAWS

OF

**The NYC Lab Middle School for Collaborative Studies
Parents' Association Inc.**

Approved by the membership on: _____

ARTICLE I – NAME

The name of the association shall be: “***The NYC Lab Middle School for Collaborative Studies Parents’ Association Inc.***” and shall hereinafter be referred to as the “PA” or “Association”.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be:

1. To provide support (curricular and extra-curricular) and resources to the school for the benefit and educational growth of the students.
2. To develop a cooperative working relationship between the parents and staff of our school.
3. To support the concept of collaborative education.
4. To develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels.
5. To conduct fundraising activities to support the above objectives.

ARTICLE III – MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP

1.1 Membership in the Association shall be limited to parents (by birth or adoption, step-parent, or foster parent), legally appointed guardians, or persons in a parental relation to a child or children currently attending the NYC Lab Middle School for Collaborative Studies. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, or persons in a parental relation to a child or children currently attending the NYC Lab Middle School for Collaborative Studies are automatically members of the Association; no membership form is necessary. In the beginning of each school year, a welcome letter from the Association shall inform members of their automatic membership status and voting rights.

1.2 The terms “parent”, “member” and “PA member” shall be used interchangeably in this document.

Section 2. DONATIONS

Donations are not requirements for membership, voting or running for office. Each member may be requested to make a voluntary donation.

Section 3. VOTING RIGHTS

Each member of the PA shall be entitled to one vote. Proxy voting, absentee balloting, and write in voting are prohibited.

Section 4. CONFLICT OF INTEREST

All members must avoid acting in circumstances in which their personal interests conflict with their interests as PA members or officers, such as business dealings with the school, the community school district or the Department of Education. Such relationships or interests must be disclosed to the membership.

Section 5. NOTICES

Any notices required to be given to the membership shall be distributed via backpack flyer to the children of parents or via US mail, postage prepaid. In addition (but not in place of backpack flyer or US mail), courtesy copies of such notices may also be sent via electronic mail. Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via US mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, 'school days' shall mean the days between and including Monday to Friday, not including days that the school is closed, holidays and weekends.

ARTICLE IV – OFFICERS

Section 1. TITLES

The officers of the PA shall be:

- President or Co-Presidents
- First Vice President or Co-First Vice Presidents
- Second Vice President or Co-Second Vice Presidents
- Secretary or Co-Secretaries
- Treasurer or Co-Treasurers
- Inclusion Officer or Co-Inclusion Officers

The three mandatory core officers of the PA shall be: President, Secretary and Treasurer. The PA must elect the mandatory core officers in order to be a functioning PA.

In the event that no eligible parent is interested in running for a sole officer position, the PA make take nominations for the office to be split among two co-officers. Each co-officer must assume the duties of such officer as outlined below.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1st through June 30th, except for the Delegate-at-Large who is elected in the fall. Officers shall be elected at the June meeting to be held no later than the third Friday in June for a one-year term beginning July 1. Eligibility for office is limited to parents (as defined in Article III).

There shall be no limit to the number of terms by which a member may run or be elected to an office.

Section 3. DUTIES OF OFFICERS

It shall be the responsibility of the officers to attend all meetings of the Executive Board and the general and special meetings of the PA. In addition, the responsibilities of each officer of the Association shall be those set forth hereinafter.

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

- Preside at all PA meetings and shall be an ex-officio member of all committees except the nominating committee.
- Provide leadership for the members.
- Appoint chairpersons of PA committees with the approval of the Executive Board.
- Delegate responsibilities other PA members and shall encourage meaningful participation in all PA and school activities.
- Attend all regular meetings of the district presidents' council and shall be a core member of the school leadership team.
- Be authorized to co-sign checks with the Treasurer or Co-Treasurers.

In the event that the PA elects Co-Presidents, the remaining Executive Board members 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 district president's council. If the President or Co-President is unable to attend district president's council meetings, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. 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 either of the Co-Presidents or his/her designee shall represent the PA on district committees. The President or Co-Presidents shall assist with the June transfer of PA records for the incoming Executive Board.

3.2 First Vice President or Co-First Vice Presidents: The First Vice President or Co-First Vice Presidents shall:

- Assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- Coordinate and oversee all activities and responsibilities associated with the PA's fund-raising and grant writing activities, including the Fundraising committee; and shall be authorized to co-sign checks with the Treasurer or Co-Treasurers.
- Assist with the June transfer of PA records to the incoming Executive Board.

3.3 Second Vice President or Co-Second Vice Presidents: The Second Vice President or Co-Second Vice Presidents shall:

- Assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his or her or their absence or at the Presidents' or Co-Presidents' request. Assist with the June transfer of PA records to the incoming Executive Board.
- Oversee the Middle School class and grade representatives, and be responsible for completion and submission of grade representative reports and distribution of class lists.
- Give special attention to welcoming 6th grade families to the Middle School.
- Develop and disseminate all communications to Lab Middle School families, including but not limited to general mailings, e-mail blasts, web site content, and events.
- Coordinate and assemble parent volunteers to serve as needed, and to assist in planning and working events.

3.4 Secretary or Co-Secretaries: The Secretary or Co-Secretaries shall be responsible for:

- Maintaining the official record (minutes) of the proceedings and actions of all PA meetings.
- The preparation of notices, agendas, sign-in sheets and materials distributed.
- The preparation and distribution of the minutes of each PA Meeting.

- The making of copies of the minutes to be available upon require.
- Maintain custody of the PA records on school premises.
- Sign and incorporate all amendments into the bylaws and ensure that signed copies of the PA bylaws with the latest amendments are on file in the principal's office.
- Responsibility for reviewing, maintaining and responding to all correspondence addressed to the PA.
- Assist with the June transfer of all PA records to the incoming Executive Board.
- Responsible for preparing, distributing and posting notices of all meetings and PA activities.

3.5 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for:

- All financial affairs and funds of the PA.
- The transfer of PA monies to the bank accounts of the Association.
- Maintaining an updated record of incomes and expenditures on school premises.
- Adhering to and implementing all financial procedures established by the PA.

Additionally, the Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. S/he shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PA records to the incoming Executive Board. The Treasurer or Co-Treasurers shall be authorized to co-sign checks with the President or Co-Presidents or the First Vice President or Co-First Vice Presidents.

3.6 Inclusion Officer or Co-Inclusion Officers: The Inclusion Officer or Co-Inclusion Officers shall have a special education child enrolled in the School; shall act as a liaison between the parent members of special education children, the Executive Board, and PA general membership; and shall perform such other duties as are requested by the Executive Board.

3.7 Delegate-At-Large: The Delegate-at-Large shall act as a liaison, coordinating communication between the class parents, the Executive Board, and PA general membership.

3.8 School Leadership Team Membership: The President or Co-President of the PA shall automatically serve as a core member of the School Leadership Team (herein referred to as SLT). [In the event that the PA elects Co-Presidents, refer to Article IV, Section 3.1 of the PA bylaws.] All other Parent member representatives shall be elected by the general membership.

- School Leadership Team Nominations and Elections: SLT Parent member representative elections will be held in accordance with term limits as set forth in the SLT Bylaws. Notice of SLT vacancies and election information will appear on the May general membership meeting notice. Nominations fro SLT Parent members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.
- Election: Notice of the Election of the SLT members will be included in the notice of the general membership meeting. Election of SLT members shall take place following the election of the Parents' Associations' Executive Board at the June general membership meeting.
- Vacancy: A vacancy shall be filled by a special expedited election held at a general membership meeting.

Section 4. ELECTION OF OFFICERS

4.1 Executive Board Elections: The yearly election of officers must be held between the third Wednesday in May and the third Friday in June. Any timeline established by the PA to complete the nominations and election process must adhere to this timeframe.

4.2 Delegate-At-Large: The Delegate-At-Large shall be elected by the membership no later than the General October PA Meeting. The Delegate shall be a 6th grade parent and will be a voting member of the Executive Board. An expedited election, which includes nominations and elections, at the same meeting, shall take place.

4.3. Nominating Committee: A nominating committee shall be established during the February general membership meeting. The committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be elected by the PA President of Co-Presidents, subject to the approval of the membership. The nominating committee shall choose one of its members to serve as chairperson. Persons employed at Lab Middle School or serving on a Community District Education Council may not serve on the nominating committee.

Members of the nominating committee are not eligible to run for office.

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

- Canvassing the membership from the months of February through May for all eligible Candidates in ways that maximize member participation;
- Any written notices soliciting recommendations must be distributed to the entire membership;
- Preparing and distributing all notices at least ten (10) school days in advance of any meeting(s) pertaining to the nominations and election process in English and, if possible, in other languages spoken by Parents in the school.
- Preparing ballots, attendance sheets, ballot box, tally sheets, and all other materials pertaining to the election immediately following the May meeting;
- Determining and verifying the eligibility of all interested candidates, prior to the spring election meeting; eligibility shall be determined in consultation with the principal and his/her designee. Parent members are eligible to run for any office provided that: 1) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; 2) they are not excluded by a term limit provision present in the bylaws, and 3) they meet the criteria for membership. Parent members with one child graduating and another child entering the school may only run for a non-mandatory office during the spring elections. The principal must certify to the membership that the candidates being considered are eligible to run for office.
- Reporting the names of previously nominated candidates during the May general meeting;
- Ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the May meeting, to be held beginning the third Wednesday in May;

- 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, listing all candidates in alphabetical order by surname, under the office for which they are nominated;
- Notifying the principal of the date of the election in writing by April 1st, including the date and time of the election; if the principal is not so notified by May 1st he/she must request a scheduled date and time for the election meeting. The Executive Board must notify all parents and convene a meeting in May to form a nominating committee and schedule elections.
- Scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting. The principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA prior to the distribution of ballots;
- Ensuring that each member, parent of a child or children currently attending the NYC Lab Middle School for Collaborative Studies shall be entitled to one vote regardless of the number of children enrolled. Proxy voting, absentee balloting and write-in voting are prohibited;
- Ensuring that the election is certified by the principal or his/her designee immediately following the election;
- Completing the spring election during the June meeting to be held no later than the third Friday in June;
- Maintaining on file (on school premises) the ballots from any contested election for a period of six months or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/can not be formed by the end of February, the Executive Board for the following school year shall be determined based upon a special expedited election and pursuant to the Chancellor's Regulation A-660 by no later than the second Friday in June.

4.4 Contested Elections and Use of Ballot

- Written ballot shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of Co-Presidents must be listed as a team.
- Ballots shall be printed with voting instructions in English and, if possible, other languages spoken by parents in the school.
- Ballots shall be distributed once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members. Ballots 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 or Co-Secretaries. Ballots must not be removed from the school until after the official tally has been completed and reported to the assembly. There are to be no exceptions.

4.5 Campaigning:

No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter or the PA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any PA or President's Council executive board, school or district leadership team, school or district Title I Parent Advisory Council and CEC, CCSE, CCHS, or CCELL.

4.6 Presence for Vote:

A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.

4.7 Contested Elections – Candidate Rights:

During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

4.8 Uncontested Elections:

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

4.9 Multiple Positions:

In the event that an individual is elected to two or more positions, said individual shall immediately resign from all positions except the one which shall be the choice of the individual. If the vacated position or positions were contested, the candidate receiving the second highest vote count shall assume the position.

Section 5. TRANSFER OF RECORDS

All PA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office, before June 30th. Outgoing Executive Board members may not retain copies of PA records, including parent contact information.

Prior to the conclusion of a PA Secretary or Co-Secretaries term, she/he must make the necessary arrangements to provide the PA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Secretary or Co-Secretaries.

Prior to the conclusion of a PA treasurer's term, he/she must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PA.

At least one formal meeting between outgoing and incoming officers shall be scheduled during the month of June for this purpose, organized by the outgoing President or Co-Presidents. Individual meeting(s) between outgoing and incoming officers sharing the same office must be held before June 30th.

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 of the nominating committee selected to conduct the nominations and election process. The principal or her/his designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PA complete the PA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit the Office of Family Engagement & Advocacy (OFEA) to forward their personal phone number and/or e-mail address to the appropriate president's council.

Section 7. VACANCIES

The PA shall notify the principal in writing of any vacancy in an office within 5 school days. Any vacancy shall be filled by succession, or, if succession fails to fill the mandatory officer positions (President, Secretary, Treasurer), by a special expedited election. If the PA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by October 15th.

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. The ranking of officers shall be as follows: President or Co-Presidents, First Vice President or Co-First Vice Presidents, Second Vice President or Co-Second Vice Presidents, Treasurer or Co-Treasurers, Secretary or Co-Secretaries, Inclusion or Co-Inclusion Officers.

In the event of a vacancy, the membership needs to decide whether or not the vacancy will be filled. After this decision is made, the positions are to be filled by succession.

Section 8. SPECIAL EXPEDITED ELECTIONS

Special expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Secretary, Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing to the membership, in writing, all vacant officer positions.

8.1 Circumstances

Special expedited elections are required when the PA has failed to conduct a valid annual election or were unable to fill an office vacancy by succession.

8.2 Written Notice

Written notice must be sent informing members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 school days before the meeting.

8.3 Voting

When there is more than one candidate for an office, written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PA may follow the procedures outlined above for uncontested elections.

Section 9. DISCIPLINARY ACTION

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

ARTICLE V – EXECUTIVE BOARD

Section 1. COMPOSITION; ELIGIBILITY

The Executive Board shall be composed of the elected officers of the PA, the Delegate At Large, and the standing committee chairs. Terms shall run for one year and begin on July 1st.

Persons employed at the NYC Lab Middle School for Collaborative Education shall be ineligible to serve as an elected officer of the PA.

Officers shall be expected to attend all Executive Board meeting and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held on the third Thursday monthly starting at 5pm, September through June. In the event that any Executive Board meeting must be rescheduled, due to conflict, the Executive Board shall give the membership ten (10) school days notice of the rescheduled meeting.

The Executive Board may hold other meetings, as it deems necessary, including in the summer, provided that the date(s) and location within the school is distributed to the Executive Board members, and to the membership, prior the end of the school year or at least ten (10) school days before the meeting.

A special meeting of the Executive Board may be called by the President or Co-Presidents, as necessary, or by specific request of at least three members of the Executive Board. The Secretary or Co-Secretaries will notify the general membership of such meetings at least 48 hours in advance. Meeting dates must be consistent with the Executive Board meetings held during the school year.

All Executive Board meetings shall be held on the school premises and open to the general membership as observers. Such observers and others who are invited by the Board may speak and otherwise participate if acknowledged by the Chair, and shall not be eligible to vote. An opportunity to introduce themselves and state the reason for their attendance must be provided to observers at the beginning of the meeting. The President or Co-Presidents may limit the time provided to do so at his discretion

Minutes of all Executive Board meetings shall be taken and approved at the next Executive Board meeting. The minutes must be available for review and at all times in the PA office.

Section 3. VOTING

Each member of the Executive Board shall be entitled to one vote. Proxy voting, absentee voting and write-in voting are not allowed

Section 4. QUORUM

One more than half of the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Executive Board meetings are open to all members; however, individuals who are not parents of students in the school may only attend Executive Board meetings with the approval of the Executive Board. The membership must be provided with at least 10 school days written notice of any Executive Board meeting.

Section 5. CONTACT INFORMATION

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer. The list shall not include home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the PA to maintain such information. The list must be updated regularly and be available in the principal's office and at every PA meeting. The list must also be posted on parent bulletin boards, distributed to parents at the beginning of the school year and made available upon request by any member.

Section 6. TREASURER'S REPORT

A written Treasurer's report must be given at any general Executive Board meeting and at any general PA meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period.

ARTICLE VI – MEMBERSHIP MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

1.1 The general membership meetings of the PA shall be held on the third Thursday, at 6pm from September to June, provided that any such day is not a school day. In the event that any general PA meeting must be rescheduled, due to conflict, the Executive Board shall give the membership ten (10) school days notice of the rescheduled meeting.

Upon review of these bylaws or motion of a member at any general membership meeting, the Executive Board shall survey the general membership to determine whether the schedule for the day and time of general membership meetings should be changed. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. Written notice of each membership meeting shall be provided at least ten (10) school days prior to the scheduled meeting. The date of distribution shall appear on all notices.

1.2 All meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences.

1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.

1.4 General membership meetings are non-exclusive and open to the general public. Non-members may observe meetings, but may only speak and otherwise participate with the approval of the Executive Board.

Section 2. ORDER OF BUSINESS

The following order of business shall be observed during regular general membership meetings of the PA:

- Call to Order
- Approval of Minutes
- Invited Guests / Featured speaker(s) (when applicable)
- Principal's Report
- Treasurer's Report
- President's Report
- SLT Report (when applicable)
- Committee Reports
- Old Business
- New Business
- General Discussion (if applicable)
- Adjournment

The President or Co-Presidents, if necessary, with consent of the membership, can modify the order of business.

Section 3. QUORUM

A quorum shall consist of two (2) Executive Board members, one of which must be the President or one of the Co-President and eight (8) additional members. A quorum shall be required in order to conduct official PA business. In the absence of a quorum, the PA may have non-binding discussions

Section 4. SPECIAL MEMBERSHIP MEETINGS

2.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President or Co-Presidents, with the approval of the Executive Board, may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.

2.2 Upon receipt of a written request from ten (10) members stating clearly the need for a special meeting, the President or Co-Presidents must call a special membership meeting within five (5) business days of the request and with forty-eight (48) hours written notice to members stating the topic of the special meeting.

Section 5. MINUTES

Minutes of the previous general or special membership meetings shall be available in written form for approval at the next general membership meeting. The minutes must be made available upon request to any member.

ARTICLE VII - COMMITTEES

Section 1. STANDING COMMITTEES

The PA President or Co-Presidents will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the PA are the following:

Budget Committee: The Budget Committee shall be chaired by the Treasurer or the Co-Treasurers and 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 June membership meeting, and 3) presenting the budget process.

Audit Committee: The Audit Committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the PA be conducted based upon their initial findings. The Treasurer or Co-Treasurers shall make all the books and records available to them. The Audit Committee shall prepare a written report or provide copies of the external report to the membership upon completion of their review or investigation.

Section 2. AD HOC COMMITTEES

2.1 When an issue or situation arises that necessitates the establishment of a temporary committee, an ad hoc committee may be formed by majority vote of the Executive Board to meet that need and dissolved when the need no longer exists.

2.2 The President or Co-Presidents, with approval of the Executive Board, shall appoint the chair of each ad hoc committee.

ARTICLE VIII – FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

The fiscal year of the PA shall run from July 1st through June 30th.

Section 2. SIGNATORIES

The President or Co-Presidents, the First Vice President or Co-First Vice Presidents, and the Treasurer or Co-Treasurers shall be authorized to sign checks. All checks shall require the signature of at least two officers, one of whom must be either the Treasurer or a Co-Treasurer. Signatories on any check shall not be related by blood, marriage or members of the same family or household.

Section 3. BUDGET

3.1 The Budget committee shall consist of three (3) persons and be chaired by the Treasurer or Co-Treasurers. The committee shall be responsible for:

- 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 June membership meeting; a copy of the budget shall be submitted to the principal upon approval by the membership
- 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 June meeting.
 - The counting and handling of any cash, checks or money orders received requires at least two non-related PA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PA members. All monies must be counted in school.
 - No parent and/or staff member 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 board members within 24 hours or receipt. No funds shall be kept in a member's home but shall be secured and locked in the school. PA funds will be taken to the bank for deposit by at least two authorized members.
 - Financial records of the PA (e.g., all records reflecting income, expenditures, refunds, and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained.
 - No checks may be written payable to cash or petty cash.

- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- 3.4 Plans for all fundraising activities conducted by the PA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.5 All expenditures of funds by the PA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.6 A member can be reimbursed for out of pocket expenses if s/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out of pocket expenditure. Permissible out of pocket expenditures are those directly related to the activities and purposes of the PA and shall be for no more than \$300 without a resolution approving such an expenditure.
- 3.7 The Executive Board may authorize emergency expenditures in situations where the PA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$500. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such an emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of funds.
- 3.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (e.g. funds raised for 8th grade commencement may only be used to fund payment of activities for students in that grade for that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.
- 3.9 Counting and handling of cash, checks or money orders received shall be done, by at least two unrelated PA members. Cash will be counted within the same day, recorded and placed in the PA safe until it can be deposited. Funds shall not be kept in a member's home but shall be secured and locked in the school.
- 3.10 Cash and checks shall be deposited by the Treasurer or Co-Treasurers and/or the President or Co-Presidents, and/or the First Vice President or Co-First Vice Presidents in the PA bank account within one (1) banking day. Deposit slips shall identify the source of all monies deposited and initialed by all parties involved in the financial transaction.

Section 4. AUDIT

- 4.1 The President or Co-Presidents shall request volunteers to form an Audit Committee of at least three to five (3-5) persons. Executive Board members, if not check signatories, may serve. However, 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 PA with the help of the Treasurer or Co-Treasurers, who shall make all books and records available. The audit committee may also recommend that an external audit of the PA's financial records be conducted. .

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

4.4 Additional duties of the Audit Committee may include the examination of all relevant financial statements and records of disbursements, verification of all PA equipment and ensuring compliance with bylaw provisions for the expenditure of funds.

Section 5. FINANCIAL ACCOUNTING & RECORD KEEPING

5.1 A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and posted on the parent bulletin board.

5.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June general meeting, including all income and expenditures, to be presented and reviewed by the general membership. Copies of these reports shall be provided to the principal.

5.3. The Treasurer or Co-Treasurers 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 A-660. The Treasurer or Co-Treasurers, at least one other PA officer and additional persons, as needed, shall be designated and approved by the PA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellors Regulation A-610, parents must obtain written approval from the principal before collecting fund raising proceeds from students. The Treasurer or Co-Treasurer and at least one other PA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer and Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the AP in a responsible banking institution selected by the PA. All records of the PA including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained and secured on school premises.

- All collected monies for next day bank deposit must be secured on school premises.
- The use of withdrawal slips and ATM cash are prohibited.
- The PA's financial records must be available for inspection by members upon request and reasonable notice, at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The PA must provide an opportunity for members to review requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PA must make every effort to provide members with copies of the documents reviewed.

5.4 The PA shall obtain an Employer Identification Number (EIN) from the Internal Revenue Service for bank account applications before any fundraising activities can occur. The PA's EIN must be maintained on file with the school principal.

