

BYLAWS

OF

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

Approved by the membership on October 9, 2007

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These Bylaws intend to conform with the New York City Department of Education Regulation of the Chancellor A-660 (hereinafter the A-660), entitled "Parent Associations and the Schools". In the event of a conflict between these Bylaws and the A-660, the language of the A-660 shall prevail. A current copy of these Bylaws and the A-660 shall be kept in the PA office.

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

1. To represent all the parents within the school, foster and encourage their participation at all levels.
2. To establish a liaison between parents, school principal, teachers, and staff.
3. To support the concept of collaborative education.
4. To provide curricular and extra-curricular support and resources for the benefit and educational growth of the students.
5. To conduct fundraising activities to support the above objectives.

ARTICLE III – Membership

Section 1. Eligibility

- 1.1 Membership in the Association shall be limited to parents by birth or adoption, step-parents, foster parents, legally appointed guardians, or persons in a parental relation to a child or children currently attending the NYC Lab Middle School for Collaborative Studies.
- 1.2 The terms “parent”, “member” and “PA member” shall be used interchangeably in this document.
- 1.3 All references to either gender shall be construed to represent either or both genders interchangeably.
- 1.4 No dues are required for membership.
- 1.5 Only members of the Association may vote to offer or withdraw membership to staff.
- 1.6 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 2. Voting Privileges

- 2.1 Each parent of a child or children currently enrolled at the school shall be entitled to one vote regardless of the number of children in attendance. Proxy voting, absentee balloting, and write-in voting are prohibited.

- 2.2 Members deemed to have a conflict of interest as defined in the Chancellor's Policy and Regulation A-660 shall not be permitted to vote on restricted issues.

Section 3. Notice to Members

At the beginning of each school year, the Association shall advise all parents that they are automatically members of the Association and encourage them to participate.

ARTICLE IV – Officers

The association must elect three mandatory core officers (President, Secretary and Treasurer) in order to be a functioning PA. Each position may be shared by two people. In the event that no eligible parent member is interested in running for a sole officer position, the association may take nominations for the positions of Co-Officers.

Section 1. Titles

- 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
- 6th Grade Liaison Officer or Co-6th Grade Liaison Officers

Section 2. Term of Office

- 2.1 The term of office shall be from July 1st through June 30th, except for the 6th Grade Liaison Officer or Co-6th Grade Liaison Officers who are elected in the fall. The term of office for the 6th Grade Liaison Officer or Co-6th Grade Liaison Officers will begin after the election is complete and run through June 30th.
- 2.2 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 general and special meetings of the Association. 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 be the Chief Executive Officer(s) of the Association; shall preside at all PA and Executive Board meetings; and shall be authorized to co-sign checks with the Treasurer or Co-Treasurers, except as provided in Article

VIII, Section 2; shall oversee the Newsletter Committee (Lab Report) and the web site; shall provide leadership for members; shall delegate responsibilities to other PA members and encourage meaningful participation of all parents in school activities; shall attend or assign a designee to attend all regular meetings of the District Presidents'

Council; shall be a member of the School Leadership Team, if Co-Presidents, the Executive Board will decide which President will serve on the SLT; shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings; shall represent or assign a designee who shall represent the PA on District committees; and shall assist with the June transfer of PA records to the incoming Executive Board. The President of the PA shall automatically serve as a core member of the School Leadership Team. In the event that the association elects Co-Presidents, the Executive Board will determine by a vote which Co-President serves on the SLT.

- 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; shall 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, except as provided in Article VIII, Section 2.
- 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 the absence of the President, Co-Presidents, and First Vice President or Co-First Vice Presidents; shall oversee the Middle School class and grade representatives, and be responsible for completion and submission of grade representative reports and distribution of class lists; and shall give special attention to welcoming 6th Grade families to the Middle School.
- 3.4. Secretary or Co-Secretaries. The Secretary or Co-Secretaries shall maintain the official record of the proceedings and actions of all Association meetings, including notices, agendas, sign-in sheets and materials distributed; shall prepare the minutes of each Association meeting and make copies available in time for review and adoption at the next appropriate meeting or upon members' requests; shall be responsible for preparing, distributing and posting notices of all meetings and Association activities; shall maintain custody of the books and reports pertaining to the Association, except those of the Treasurer or Co-Treasurers; shall maintain a log of all amendments to the bylaws; and shall ensure that a copy of each is on file in the Principal's office.

- 3.5. Treasurer or Co-Treasurers. The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the Association; shall be responsible for the transfer of Association monies to the bank accounts of the Association; shall maintain all deposit slips with appropriate identification of funds; shall maintain an updated record of incomes and expenditures; shall provide a treasurer report at each Association

meeting, an interim financial report before January 31st, and an annual financial accounting report in June; shall make available all books and financial records for viewing by members upon request and for audit; shall assist the President or Co-Presidents with the transfer of the Association's records to the incoming Executive Board; and shall be authorized to co-sign checks with the President or Co-Presidents or the First Vice President or Co-First Vice Presidents, except as provided in Article VIII, Section 2.

- 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. 6th Grade Liaison Officer or Co-6th Grade Liaison Officers: The 6th Grade Liaison Officer or Co-6th Grade Liaison Officers shall act as a liaison between the parent members of 6th grade children, the Executive Board, and PA general membership; and shall perform such other duties as are requested by the Executive Board.

Section 4. Election of Officers

- 4.1 Executive Board Elections: Yearly election of officers must be completed between the fourth Monday in May and the second Friday in June. The Principal must be notified in writing of the date of the election by May 1st.

The 6th Grade Liaison Officer or Co-6th Grade Liaison Officers shall be elected by the membership by the October general meeting. The 6th Grade Liaison Officer or Co-6th Grade Liaison Officers shall be 6th grade parents and will be a voting member(s) of the Executive Board.

- 4.2. School Leadership Team Elections: School Leadership Team (SLT) 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 for SLT representatives will be taken at the May/June meeting. Nominations may be from the floor or in writing. Nominees need not be present to submit their names or to be nominated by another member. Election of SLT members shall take place following the election of the Association's Executive Board.

4.3. Nominating Committee: A Nominating Committee will be established during the March general membership meeting and shall consist of three to five (3-5) members. The majority of the members of the Committee must come from the general membership and be elected during the March general membership meeting. The remaining members of the Committee shall be elected by the Executive Board and approved by the membership. Prospective candidates from the general membership

should submit their applications in writing or by email to the Executive Board at least three (3) calendar days before the Executive Board meeting that precedes the March general membership meeting. Additionally candidates may be nominated from the floor at the March general meeting. Persons employed at the school or serving on a Community District Education Council may not serve on the Nominating Committee. The Nominating Committee shall choose one of its members to serve as Chairperson.

4.3.a. 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.

4.3.b. 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 shall also be responsible for conducting the election process, which includes:

- Completing the spring election between the 4th Monday in May and the 2nd Friday in June of each school year;
- Scheduling the election at a time that ensures maximum participation;
- Notifying the principal of the date of the election in writing by May 1st;
- Canvassing the membership from the months of March through the spring election for all eligible candidates;
- Determining and verifying the eligibility of all interested candidates, prior to the spring election meeting;
- Preparing and distributing notices at least ten (10) calendar days in advance of any meeting(s) pertaining to the nominations and election process. The distribution date shall appear on all notices.
- Reporting the names of previously nominated candidates during the general meeting in April;

- 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 ten (10) calendar days prior to the spring election meeting;
- Ensuring that an opportunity for nomination, including self-nomination, from the floor is provided to all members, including the day of the

spring election meeting, and then officially close the nominations;
- Preparing ballots, attendance sheets, ballot box, tally sheets, and all other materials pertaining to the election immediately following the closing of nominations;
- Ensuring that only eligible members receive a ballot for voting;
- 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 election for a period of six months or until a determination of any grievance filed, whichever is longer.

4.3.c. If a Nominating Committee cannot be formed by the end of March, 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 Association who are not running for office. These members will be selected to serve in this role by vote of the membership at the April general 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 Presidents' Council and/or the Principal or his/her designee and/or the Superintendent or his/her designee.

4.3.d. If at least two members of the Association who are not running for office 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 no later than the second Friday in June.

4.4. Nominations: Nominations will be taken until the election is held. All members shall have the opportunity to make

nominations from the floor before the closing of nominations. There shall be no qualifications for any office. Members may run for more than one office, but may only serve in one position. Members whose child expects to graduate in June and who has no other children currently attending the school are ineligible to stand for election to any office for the following year. PA members employed in the school or serving on a Community District Education Council may not run for elected

offices. To be eligible a candidate must be a member of the Association.

4.5. Elections. The notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date of elections. It shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.5.a. Voting Privilege: Each member, parent of a child or children currently attending the NYC LAB MS for Collaborative Studies shall be entitled to one vote regardless of the number of children in attendance. Proxy voting, absentee balloting, and write-in voting are prohibited.

4.5.b. 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.
- Ballots shall be printed with voting instructions in English and, whenever 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 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.

- 4.5.c. Uncontested Elections: In an uncontested election, members may vote by show of hands or by acclamation to accept the incoming officer.
- 4.5.d. In the event than an individual wins 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. In the event any vacated position was not contested, that position shall be filled in accordance with Section 6 of this Article.
- 4.5.e. The results of the election shall be announced by the Chairperson of the Nominating Committee or by a member selected to conduct the nomination and election process.

Section 5. Induction of Officers

Induction of all elected officers shall take place at the general membership meeting following certification of the vote. The outgoing PA Executive Board shall arrange for the orderly transfer of records and information to the incoming Executive Board before June 30th. 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. The outgoing Treasurer or Co-Treasurers must make all necessary arrangements to transfer all records regarding the PA income and expenditure to the incoming Treasurer or Co-Treasurers and to review the method of record keeping being used by the PA.

Section 6. Vacancies

- 6.1. Officers who wish to resign their positions once an election has been certified, must do so in writing to the Secretary or Co-Secretaries, and, at that time, shall turn over all records to the Secretary or Co-Secretaries. In the event of the resignation of the Secretary or Co-Secretaries, he/she shall transfer records to the President or Co-Presidents. The Executive Board shall be responsible for announcing to the membership vacancies in any officer positions.
- 6.2. In the event that the office of President becomes vacant, or if the President or Co-Presidents are unable to perform their duties, the First Vice

President or one of the Co-First Vice Presidents will assume the responsibilities of the President. At his or her option, the First Vice President or one the Co-First Vice Presidents may serve out the term as President or may request that the position of President be declared vacant and a new President or Co-Presidents be elected.

- 6.3. A vacancy on the Executive Board other than the President shall be filled by recommendation of the Executive Board and approval of the general membership within 30 days after the vacancy date.
- 6.4. A vacancy on the SLT shall be filled by an election at a general membership meeting within 30 days after the vacancy date.

Section 7. Special Election Process

Special expedited elections shall be held to fill vacancies in the mandatory officer positions in the event they cannot be filled through the process described in Article IV section 6.3 and 6.4. The Executive Board shall be responsible for announcing to the membership, in writing and at least ten (10) calendar days prior to holding a special election. The special expedited election process shall consist of one meeting, where nominations shall be taken from the floor and voting held once nominations are completed.

Section 8. Disciplinary Actions

- 8.1. Any elected officer who fails to attend three (3) consecutive Executive Board meetings or three (3) consecutive general meetings without good cause may be removed from office by recommendation of the Executive Board or a motion from a member and two-thirds votes of the membership present.
- 8.2. 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 PA member during any meeting of the PA assembly to appoint a Review Committee. The motion must be approved by majority vote of the general membership present.
 - The majority of the Review Committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the Review Committee.
 - The Review Committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the Committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.

- The Committee must present its findings and recommendations during a general membership meeting within a period not to exceed thirty (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 membership regarding removal. The general membership shall then vote to remove or absolve the officer(s).

ARTICLE V - Executive Board

Section 1. Composition

The Executive Board shall be composed of the elected officers of the Association. Terms shall run for one year and begin on July 1st.

Section 2. Responsibilities

The Executive Board shall plan and execute the tasks necessary to implement the programs and policies adopted by the general membership. It is also the responsibility of the officers to be diligent in sharing relevant information, in a timely manner, with the membership and one another.

Section 3. Meetings

- 3.1. Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Location within the school, date, and time of said meetings shall be announced in the PA bulletin (Lab Report) or through a notice sent home to parents. 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) days before the meeting. At the request of the incoming President or Co-Presidents, the outgoing President or Co-Presidents shall call for meeting(s) of the incoming Executive Board if the said meeting(s) is/are scheduled during the summer. Executive Board meeting(s) shall be announced to the general membership at least ten (10) calendar days before the meeting.
- 3.2. 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 hrs in advance.
- 3.3. 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.

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

Section 4. Voting

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

Section 5. Quorum

One more than half of the members of the Executive Board shall constitute a quorum.

ARTICLE VI - Membership Meetings

Section 1. General Membership Meetings

- 1.1. General meetings shall be held monthly during each school year, with an optional December meeting. The meeting in December shall be held at the discretion of the Executive Board. Written notice of each membership meeting shall be distributed at least ten (10) calendar days prior to the scheduled meeting. An annual schedule of meetings and events shall be announced in the PA bulletin (Lab Report). Copies of the PA bylaws and any other documents that can assist families in their involvement in the school community should be made available at the first meeting.
- 1.2. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.3. Observers may speak and otherwise participate, if acknowledged by the chair. Observers shall have no voting rights.

Section 2. Order of Business

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

- Call to order
- Approval of minutes

- Invited guest(s) or featured speaker(s) (when applicable)
- President's report
- Treasurer's report
- Committee reports
- SLT report
- Old business
- New business
- Discussion period
- Adjournment

The President or Co-Presidents can modify the order of business if necessary.

Section 3. Quorum

Fifteen members, three of whom shall be elected members of the Executive Board, shall constitute a quorum at all meetings of the general membership. In the absence of a quorum at two consecutive meetings, official business may be conducted at this second meeting, provided there are three elected members of the Executive Board present.

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 five (5) members, the President or Co-Presidents must call a special membership meeting within five (5) business days of the request, with written notice to parents stating the topic of the meeting at least forty-eight (48) hours prior to the meeting.

Section 5. Minutes

Minutes of all general and special membership meetings must be available in written form, approved at the next general meeting, and made available upon request to members in the PA office.

ARTICLE VII - Committees

Section 1. Standing Committees

Standing committees shall consist of at least two members. Members who wish to serve on a standing committee shall submit their names for consideration to the Executive Board. Committee chairs will be elected by the members of the Committee and presented to the membership for approval. The President or Co-

Presidents may remove a committee chair with the approval, or upon the recommendation, of the majority of the Executive Board and membership approval.

At the request of the Executive Board, committee chairs shall report on their committees' activities. Committee chairs are not voting members of the Executive Board. It is the responsibility of all committees to be diligent in sharing relevant information, in a timely manner, with the membership and one another. The Executive Board must approve all expenses proposed by committee chairs before they may be incurred.

The standing committees of the Association are the following:

- 1.1. Sports Committee: This committee shall be responsible for promoting and coordinating extracurricular competitive sport and team activities, to provide a meaningful and inclusive sports experience for students who are interested in competing at the highest available level. This committee shall solicit parent involvement, organize volunteers, assess needs, propose solutions, serve as a liaison with the school leadership and advocate for resources. The committee shall also be responsible for promoting and coordinating non-competitive sports activities to provide a meaningful and inclusive sports experience for students of all levels, aptitudes, and abilities in a nurturing environment. The committee will identify areas of interest in the student body and shall solicit and organize parent, student and community involvement to create sports programs that respond to these areas of interest.
- 1.2. Hospitality Committee: This Committee shall be responsible for special events, including potluck dinners and the buffet dinners provided for faculty in conjunction with the parent/teacher conferences twice a year; and shall work with the school in organizing orientation events for incoming students and their parents.
- 1.3. Fundraising Committee: This Committee shall be responsible for organizing and implementing fundraising activities. The chair of fundraising events shall prepare a report of the fundraisers, to be filed in the Principal's office as required by the CR A-660, and made available to members upon request. The chair of each fundraising event, and/or other persons as designated by the Treasurer or Co-Treasurers, shall collect, count, tally, and record all orders and payments, and turn all funds over to the Treasurer or Co-Treasurers or his/her representative for deposit. No parent and/or staff member shall collect fund raising proceeds from any student without the written approval from the Principal.
- 1.4. Budget Committee: This Committee shall be responsible for developing a proposed budget for the next school year. Upon approval by the Executive Board the proposed budget shall be presented for adoption by the general membership at the June meeting. In addition the Committee shall prepare a written review of the prior year's budget and bring it for discussion at the June membership meeting. The committee shall review

the budget process and propose changes, as needed, to the Executive Board and for membership approval.

- 1.5. Audit Committee: This Committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the Association be conducted based upon their initial findings. The Treasurer or Co-Treasurers shall make all the books and records available. 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.

Section 3. Meetings of the Committees

It shall be the responsibility of each committee chair to schedule meetings as necessary; notify committee members; schedule, organize and manage the required activities of the committee; maintain accurate records of all activities, income and expenses; and report to the Executive Board and general membership as requested.

ARTICLE VIII - Financial Affairs

Section 1. Fiscal Year

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

Section 2. Signatory Authorities

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 two signatures, but shall not be signed by two signatories who are related by blood, marriage or domestic partnership. The Treasurer or Co-Treasurer must be one and only one of the two signatories.

Section 3. Budget

- 3.1. The Budget committee shall review the PA financial status and proposed a budget for the next school year. The proposed budget shall be approved by the membership no later than the June general membership meeting.

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

Section 4. Expenditures

- 4.1. All expenditure of funds must be approved by vote of the PA membership.
- 4.2. An expenditure not included in the budget at the time of its adoption must be recommended by the Executive Board and approved by a resolution of the membership before it may be incurred.
- 4.3. The Executive Board is authorized to make emergency expenditures not to exceed \$500 with a two third approval of the Executive Board. A full

accounting of the expenditure(s) shall be reported by the Treasurer or Co-Treasurers at the next general meeting and recorded in the meeting minutes.

Section 5. Record Keeping

- 5.1 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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 two (2) banking days. Deposit slips shall identify the source of all monies deposited and initialed by all parties involved in the financial transaction.
- 5.5. All records of the Association, including checkbooks, ledgers, check copies, invoices, receipts etc., shall be maintained and secured on school premises. The PA must keep all financial records for a period of six (6) years.
- 5.6. The PA is prohibited from writing checks payable to cash and petty cash.
- 5.7. PA members may be reimbursed for PA out-of-pocket expenses if they submit receipts, the membership approves, and the check is payable to the PA member.

Section 6. Financial Accounting

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. Copies of these reports must be presented and reviewed by the general membership and filed in the Principal's office.

Section 7. Audit

7.1. The President or Co-Presidents shall request volunteers to form an Audit

Committee of at least two (2) persons. Executive Board members, if they are not check signatories, may serve but the majority of the committee shall be comprised from the general membership.

7.2. The Audit Committee shall conduct an audit of all financial affairs of the association and prepare a written report, as provided in Article VII, Section 1.5.

7.3. The Audit Committee's report shall be included in the June transfer of records.

ARTICLE IX - Parliamentary Authority

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

ARTICLE X - Amendments

These bylaws may be amended at any regular meeting of the Association by two thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended.

Proper notice for a bylaws amendment shall contain:

- Current article to be amended as it appear in the bylaws
- Article as it will read if the amendment is adopted
- Indication whether a committee or the Executive Board endorses or opposes the amendment.

Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years.