



Department of  
Education

Dennis M. Walcott, Chancellor

# BYLAWS

OF

The PTA of A.E.A.  
The Parent Teacher Association of P.S. 303

APPROVED BY THE MEMBERSHIP ON February 2, 2012

Bruce M. Adler

PRESIDENT'S NAME

Bruce Adler

PRESIDENT'S SIGNATURE

2-3-2012

DATE

Cynthia S. Cohen

OFFICER'S NAME

Treasurer

TITLE

Cynthia S. Cohen

OFFICER'S SIGNATURE

2/3/12

DATE

Andrea L. Schacter

OFFICER'S NAME

Secretary

TITLE

Andrea L. Schacter

OFFICER'S SIGNATURE

2/3/12

DATE

## Article I - Name

The name of the association shall be **The Parent Teacher Association of A.E.A.**

## Article II - Objectives

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

## Article III - Membership

### Section 1 Eligibility

Parents of students currently attending **P.S. 303 The Academy for Excellence Through the Arts** are automatically members of **The PTA of A.E.A.** Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **P.S. 303 The Academy for Excellence Through the Arts**. Parents of a child who is attending **P.S. 303 The Academy for Excellence Through the Arts** full time while on the register of a citywide program are automatically members of **The PTA of A.E.A.** At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights. **Membership shall be open to all teachers including paraprofessionals, school aides, school secretaries, and other professionals currently employed at the school.**

### Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation of **\$25 at the beginning of each school year.**

### Section 3 Voting Privileges:

Each parent of a child currently enrolled at **P.S. 303 The Academy for Excellence Through the Arts** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. **Each teacher including paraprofessionals, school aides, school secretaries, and other professionals currently employed at the school 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 officers of the association shall be: president or co-presidents, secretary, and treasurer. The association must elect the mandatory officers: president, secretary, and treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent of a child attending P.S. 303 The Academy for Excellence Through the Arts.

### Section 2      Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending P.S. 303 The Academy for Excellence Through the Arts are eligible to run for any office.

Term limits for each officer position for the association shall be **two** consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

### Section 3      Duties of Officers

President or Co-Presidents: The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board. **In the event that the association elects co-presidents, the remaining executive board members in consultation with the general membership 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 appropriate presidents' council.**

Secretary: The secretary shall record minutes at all association meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the association's records on school premises. The secretary shall 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 secretary shall be responsible for reviewing, maintaining and responding to all correspondence

addressed to the association. The secretary shall assist with the June transfer of all association records to the incoming executive board.

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 prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

#### Section 4 Election of Officers

Officers shall be elected between the **first Wednesday in May and the second Friday in June** for a one-year term beginning July 1. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1.

Employees of **P.S. 303 The Academy for Excellence Through the Arts** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending **P.S. 303 The Academy for Excellence Through the Arts**.

- 4.1. Nominating Committee: A nominating committee must be established by the February general membership meeting. The nominating committee shall consist of three to five members. The nominating committee shall choose one of its members to serve as chairperson. No person employed at **P.S. 303 The Academy for Excellence Through the Arts** shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660.
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self-nomination, to be taken from the floor and then officially closed during the **May** meeting;
- scheduling the election at a time that ensures maximum participation;
- 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;

If a nominating committee cannot be formed, the association must proceed with an expedited election, as provided in CR A-660.

4.2. Notices: The meeting notice and agenda for the Spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. 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. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

4.3. Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English. A ballot template is available in the languages covered by Chancellor's Regulation A-663 at <http://schools.nyc.gov/parentleadership>. If a ballot template is needed in a language that is not readily available, the principal must contact the DOE's Translation and Interpretation Unit.
- 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 any members and observers.
- Ballots must not be removed from the school. The association must retain ballots on school premises for 6 months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

4.4. 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.

4.5. Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. In the event that an office 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 secretary and immediately turn over all association records.

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 Education Council Selectors

In the case of co-presidents, co-secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the CEC or CCHS selectors.

Section 6 June Transfer of Records

All PTA 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. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

Section 7 Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. 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 general membership's consideration.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 school days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal, which the principal must forward to the appropriate superintendent and the CFEO.

### Article V - Executive Board

#### Section 1 Composition

The executive board shall be composed of the elected officers of the association. Officers shall be expected to attend all executive board meetings.

#### Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the **first Wednesday** of every month at 6p.m., unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Wednesday**.

#### Section 3 Voting

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

#### Section 4 Quorum

**Two** 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. The general membership meetings of the association shall be held monthly, September through June, on the **first Thursday** at 7p.m., unless such date falls on a legal or religious holiday, in which case the

meeting shall be held on the following **Thursday**, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten school days prior to the scheduled meeting. The date of distribution shall appear on all notices.

- 1.2. All meetings, including committee and executive board meetings must be held in the association's home school unless the school is unavailable for these purposes.
- 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. Observers may speak and otherwise participate, if acknowledged by the chair.

## 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 **8 association members** shall be required in order to conduct official association business. This quorum must include **2 executive board members and 6 general membership members**.

## 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 upon request to any member.



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 Upon receipt of a written request from 8 association members, the president must call a special membership meeting within 5 school days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

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

**Article VII - Committees**

Section 1 Standing Committees

- 1.1 The president 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 association are the following:

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.)

Fundraising: The fundraising committee shall coordinate the scheduling and implementation of all fundraising functions of the PTA. The committee shall present a detailed fundraising calendar for the approval of the general membership no later than the November General Membership meeting. Additional fundraising activities may be approved by the executive board during the year.

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 upon 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.

Nominating: see Item 4.1.

## 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

The president and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check.

### Section 3      Budget

3.1      The executive board shall be responsible for 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 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.
- The executive board must present the budget process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least 2 association members. These association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The association's financial records must display the total amount of funds and the signatures of the association members who participated in counting the funds.
- The principal's consent is required when the fundraising activity is held during school hours or on school property.
- All funds should 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. The executive board must obtain acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.

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

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 The executive board is authorized to make an emergency expenditure not to exceed \$250 with a two-thirds approval by 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 following 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 who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

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

#### Section 5 Financial Accounting

5.1 The treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

- 5.2 The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fund raiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.
- 5.3 The treasurer and president shall be responsible for the submission of all necessary tax forms, including but not limited to federal tax forms required by law, and will ensure the maintenance of the association tax exempt status.

**Article IX – Amendments and Regular Review of Bylaws**

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. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval. These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on February 2, 2012.

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

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

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