

# Bylaws of the Parent Teacher Association of MS 54

These bylaws, as set forth below, have been voted on and approved by the membership on May 12th, 2020.



Kelly Anson, Co-Recording Secretary

May 12, 2020

Date



Denise Broady (May 13, 2020)

Denise Broady, Co-Recording Secretary

May 13, 2020

Date



Laura Adams (May 12, 2020)

Laura Adams, Co-President

May 12, 2020

Date



Chris Giordano, Co-President

May 12, 2020

Date



Jerome Kramer (May 13, 2020)

Jerome Kramer, Co-President

May 13, 2020

Date

## Article I – Name

The name of the Association shall be the Parent Teacher Association of MS 54, and hereafter referred to as the PTA or Association. The school supported by the Association is Booker T. Washington Middle School, also known as MS 54.

## Article II – Objectives

The objectives of the Association include but are not limited to:

1. Develop parent leadership and build capacity for greater involvement;
2. Foster and encourage parent participation on all levels;
3. Develop a cooperative working relationship between the parents and staff of our school;
4. Provide opportunities and training for parents to participate in school governance and decision-making;
5. Provide support and resources to the school for the benefit and educational growth of the students; and
6. Promote communications among parents, students, faculty, and staff.

## Article III – Membership

### A. Eligibility

1. A parent of a student currently on the register of MS 54, and/or attending MS 54 full time, is automatically a member of the Association.
  - a. The term parent is defined as any person in a parental or custodial relationship to the student, including:
    - i. Birth parent
    - ii. Adoptive parent
    - iii. Foster parent
    - iv. Step-parent
    - v. Legally appointed guardian
    - vi. Person(s) in parental relationship<sup>1</sup>
2. Full-time staff currently employed at MS 54 are automatically members of the Association.

### B. Dues/Donations

1. The payment of dues is *not* a condition for participation or membership.
2. Members may be requested to make a *voluntary* donation to the Association.

### C. Voting Privileges

1. Every parent of a student currently enrolled at MS 54, and every full-time staff member currently employed at MS 54, shall be entitled to a single vote during any meeting.
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. Members deemed to have a conflict of interest as defined in Chancellor’s Regulation A-660 (CR A-660) shall not be permitted to vote on restricted issues.<sup>2</sup>

### D. Notice to Parents and Staff

At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status, voting rights, and voluntary donation information.

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<sup>1</sup> The term “person in parental relationship” refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor’s Regulations A-660

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

## Article IV – Officers

### A. Titles

1. The Officers of the Association shall be:
  - **President**, with up to a total of 3 Co-Presidents
  - **Treasurer**, with up to a total of 3 Co-Treasurers
  - **Recording Secretary**, with up to a total of 2 Co-Recording Secretaries
  - **Corresponding Secretary**, with up to a total of 2 Co-Corresponding Secretaries
  - **Vice President of Fundraising**, with up to a total of 2 Co-VPs of Fundraising
  - **Assistant Treasurer**, with up to a total of 2 Co-Assistant Treasurers
  - **8th Grade Class Representative**
  - **7th Grade Class Representative**
  - **6th Grade Class Representative**
2. The mandatory officers of the Association shall be President, Treasurer, and Recording Secretary, which must be elected in order to be a functioning Association.
3. The responsibility of each office held by more than one person is to be shared, and each Officer or Co-Officer shall have equal status with a vote on the Executive Board.

### B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th of the following year. If any offices are not filled until the Fall, the term of office for any Officers elected in the Fall shall start as soon as they are elected and go through June 30th.
2. The number of terms that a Member may hold an office shall not be limited.

### C. Duties of Officers

1. **President:** The President shall preside at all meetings of the Association and shall be an ex-officio member of all committees except the Nominating/Election Committee and the Audit Committee. The President shall be one of the signatories on Association checks. The President shall be the Association's representative to the Presidents' Council (although another officer may attend the meetings for the President). The President shall be a Member of the School Leadership Team ("SLT"), regularly attend SLT meetings and shall report to the PTA membership information discussed at SLT meetings. Co-Presidents must decide who will serve on the Presidents' Council and the SLT. The President shall respond to incoming emails and press requests directed to the Executive Board.
2. **Treasurer:** The Treasurer 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, detailed and complete record of income and expenditures, broken down by budget category; shall be one of the signatories on Association checks; and shall be responsible for preparing financial reports required by Board of Education policy and regulations. The Treasurer shall prepare a summary of the Association's financial status that is understandable to non-accountants and distributed at all Executive Board and General Membership Meetings. The Treasurer shall be a member of the Budget Committee and the Fundraising Committee, and may be head of the Budget Committee. The Treasurer shall preside over scheduled Association meetings if a President is not able to do so.
3. **Recording Secretary:** The Recording Secretary is responsible for all non-financial PTA records, and shall both record and make them available for all Association meetings. The Recording Secretary shall take minutes at all Association meetings, and maintain custody of Association records on school premises, including meeting sign-in sheets, agendas and minutes; records of officer elections other than ballots; and financial records (as provided by the Treasurer). They shall also maintain PTA Bylaws, incorporate any amendments, and, when relevant, conduct a mandated review/adoption every three years.
4. **Corresponding Secretary:** The Corresponding Secretary shall coordinate correspondence with PTA members and the school community. The Corresponding Secretary is also responsible for all electronic communications.

5. **Vice President of Fundraising:** The VP of Fundraising shall plan and execute all fundraising activities recommended and approved by the Executive Board and approved by the General Membership.
6. **Assistant Treasurer:** The Assistant Treasurer shall be responsible for assisting the Association with fundraising and helping the Treasurer(s) with financial responsibilities of the Association.
7. **Class Representatives:** The Board shall contain a total of three seats for Class Representatives, one per grade, to be held by a parent from the corresponding grade. Each Rep is a voting Executive Board member and shall represent the parent body at all general meetings and meetings of the Board. Each shall act as liaisons to the teachers and class parents in the grades they represent, organizing a grade-wide gathering, assisting the Parent Coordinator and Executive Board with outreach and family communications. Each Class Representative shall be a member of the Membership Committee. The 7th and 8th grade Reps shall be elected at the June general PTA meeting, with a 6th grade seat held open until a vote at the following October's general meeting.

#### **D. Eligibility**

1. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of a child attending MS 54. Caretakers and non-custodial family members are not permitted to be Officers.
2. Eligibility for office is limited to Parent Members of the Association who are not employed at MS 54. This restriction applies equally to employees who have a child currently attending the school.
3. Eligibility of a member may be limited by the Conflicts of interest restrictions outlined in the aforementioned Chancellor's Regulation A-660.<sup>2</sup>

#### **E. Election of Officers**

1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. The principal must be notified of the date and time of the annual election by April 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe, with recommendation to:
  - a. Establish Nominating Committee at February or March General Membership meeting;
  - b. Announce / solicit nominations thereafter through notices and verbally at subsequent General Membership meetings;
  - c. Close nominations 14 days prior to election, so as to prepare notices listing candidates by position, then in alphabetical order;
  - d. Hold vote/election at June General Membership meeting.

#### **2. Nominating Committee**

A nominating committee must be established during or before the March general membership meeting. The nominating committee shall consist of at least two volunteers, none of whom are members of the Executive Board, employees of MS 54, or plan to run for office.

The nominating committee shall solicit nominations for candidates from the general membership, individuals may also submit their own names to be candidates for office, and nominations may be taken from the floor at a general membership meeting prior to the close of nominations.

The nominating committee shall be responsible for conducting the election, to include:

- a. Canvassing the membership for eligible candidates that represent the diversity of the school community;
- b. Verifying the eligibility of all interested candidates prior to the election;
- c. Preparing and distributing all notices of any meeting pertaining to the election process;
- d. Preparing ballots, attendance sheets, tally sheets and all other materials pertaining to the election;
- e. Presiding at the election;
- f. Ensuring that only eligible members receive a ballot for voting;
- g. Ensuring that the election is certified by the Principal or designee immediately following the election.

If a nominating committee cannot be formed, the Executive Board must communicate that the nominations and election process will proceed under the direction of at least 1 member of the Association who is not running for office. If no such members can be found, the Association must proceed with an expedited election – a single meeting where nominations are taken from the floor for all offices immediately prior to the election vote.

### 3. 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.<sup>3</sup> 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. Contested Elections and the Use of Ballots<sup>4</sup>

- a. 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 together as a team, and not as individuals, must be listed together and voted for as a team. Where possible, ballots should contain instructions in all languages spoken by parents in the school.
- b. 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.
- c. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

### 5. Uncontested Elections

Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

### 6. Officer Vacancies

A vacancy occurring in the Office of the President (if there are no Co-Presidents) once the elected Executive Board takes office shall be filled by an Officer selected by the remaining Executive Board (done by a vote of the Executive Board Members as soon as it is known the office is vacated) until one or more nominees can be found and elected.

If no President or only one President was elected at the June General Membership Meeting and the need for a Co-President is established by that President-elect, the Executive Board-elect shall act as the Nominating/Election Committee and find other nominees. When one or two nominees are found, they shall be recommended by the Executive Board or nominated from the floor by the General Membership at the next General Membership Meeting with the election occurring at the following meeting. This same process applies for filling any other open Executive Board positions.

A vacancy caused by a resignation or removal in any other office elected by the General Membership shall be filled by recommendation of the Executive Board and approved by the Membership at its next regular meeting. In the event of a vacancy of a Co-Officer, the remaining Co-Officer shall determine whether to serve alone for the remainder of the term.

Officers who wish to resign their positions once an election has been certified must do so in writing to the Recording Secretary. In the event of the resignation of the Recording Secretary, the officer must transfer all records to the President.

### 7. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Article IV, E.4.a. of these bylaws.

## F. School Leadership Team Parent Member Elections

The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.

<sup>3</sup> Translated templates, for all election materials, can be found in all 9 languages on the DOE PTA Resources

<sup>4</sup> Contested elections consist of two or more candidates for any office; voting must be by ballot.

## **G. Disciplinary Action**

### **1. Grounds for Removal from Office**

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C;
- b. Any officer who accrues 3 consecutive unexcused absences from Association meetings;
- c. Any officer who poses a threat to the safety and well order of the Association or larger school community;
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership;
- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

### **2. Officer Removal**

Association officers may be removed for unsatisfactory performance by recommendation of the Executive Board or a motion from a member and two thirds vote of the membership.<sup>5</sup>

#### **a. Removal Process**

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the Principal and the Superintendent's office.

## **Article V – Executive Board**

### **A. Composition**

The Executive Board shall be composed of the elected officers of the Association as described in Article IV, and Committee Chairs as described in Article VII. Officers shall be expected to attend all Executive Board meetings.

### **B. Meetings**

The Executive Board shall meet at the school monthly, September through June, on the second Tuesday of every month at 5:30pm (or the Monday preceding the second Tuesday of the month when General Meetings are held in the morning). If such a date falls on a legal or religious holiday, another date will be selected and posted. All PTA members are entitled to attend meetings of the Executive Board.

### **C. Voting**

Each member of the Executive Board shall be entitled to one vote.

### **D. Quorum**

A majority of elected officers of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

### **E. Education Council Selectors**

The three mandatory officers of the Association shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. If Co-Officers, the Executive Board must determine which will be the designated selector.<sup>6</sup>

### **F. June Transfer of Records**

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing Executive

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<sup>5</sup> Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.

<sup>6</sup> Chancellor's Regulation A-660 (Article I, Section G, 5)

Board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected Executive Board members. 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.

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

### **A. General Membership Meetings**

Unless the membership sets a different schedule for a particular year or part of the year, General Membership Meetings of the Association shall be held monthly, September through June, on the second Tuesday of the month; at 7pm or 8am, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on another date, as determined and posted by the Executive Board. General Membership meeting guidelines include:

1. Meeting dates must be made known at least 10 calendar days prior to the scheduled meeting.
2. All general membership meetings must be held at the Association's home school, MS 54.
3. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
4. All eligible members may attend and participate in general membership meetings.
5. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

### **B. Order of Business**

The order of business at meetings of the Association, unless changed by the Executive Board, shall be:

1. Call to Order
2. Approval of Prior Month's Meeting Minutes
3. President's Report
4. Principal's Report
5. Treasurer's Report
6. School Leadership Team Report
7. Committee Reports, if any
8. Old Business
9. New Business
10. Adjournment

### **C. Documents Available at Meetings**

The following shall be available at each meeting, along with any other materials as decided by the Executive Board:

1. Sign-in sheet
2. Minutes of the previous General Membership Meeting or Special Meeting of the Membership
3. Agenda
4. Copies of the Treasurer's current financial summary

### **D. Quorum**

A quorum of at least 8 Association members, including a minimum of 2 Executive Board members and 6 parent members, shall be required in order to conduct official Association business.<sup>7</sup>

### **E. Special Membership Meetings**

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of 48 hours notice to parents stating precisely what the topic of the meeting will be.

Upon receipt of a written request from 5 Association members, the President must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

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<sup>7</sup> In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

## F. Parliamentary Authority

Meeting rules not covered in these bylaws shall be governed by Robert's Rules of Order – Newly Revised, provided they are consistent with laws, policies, rules, and regulations.

# Article VII – School-Wide Committees

## A. Standing Committees

1. **Membership:** The responsibilities of the Membership Committee shall include but are not limited to:
  - a. Encourage parent participation through recruitment and outreach, making best efforts to engage parents who represent the diversity of the school community
  - b. Plan various activities and events for member participation;
  - c. Coordinate outreach efforts with the Parent Coordinator when possible;
  - d. Maintain the current list of the Association's membership.
2. **Budget:** The responsibilities of the Budget Committee shall include but are not limited to:
  - a. Review prior year's budget and make recommendations to the Executive Board;
  - b. Draft a proposed budget each spring for approval by general membership.
3. **Audit:** the responsibilities of the Audit Committee shall include but not are limited to:
  - a. Conduct an internal audit of all financial affairs of the Association when needed or as determined by these bylaws;
  - b. Review as needed all financial records;
  - c. Prepare written reports of its findings.
4. **Ad Hoc:** to accomplish a specific task or address a specific issue the Executive Board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

# Article VIII – Financial Affairs

## A. Fiscal Year

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

## B. Signatories

All Co-Presidents and Co-Treasurers shall be authorized to sign checks; in the event that this is fewer than three persons, the Recording Secretary may be the 3rd signatory. All checks require at least 2 signatures. The 2 signatories on a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

## C. Budget

1. **Budget Process:** the Executive Board, through the Budget Committee, shall be responsible for the development and/or review of the budget process, which includes:
  - a. The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year;
  - b. The proposed budget must be presented to and approved by the membership no later than the June meeting;
  - c. The incoming Executive Board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time;
  - d. The Executive Board must present the budget for membership approval no later than the October meeting;
  - e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school. The Association's financial records must display the total amount of funds and the names of the Association members who participated in counting the funds;



- f. All funds should be deposited into the bank account by an authorized Executive Board member 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 written 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. Association funds must be taken to the bank for deposit by at least 2 authorized members;
  - g. 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.)
  - h. All directed donations shall be referred to the President (or a majority of Co-Presidents) for acceptance before it can be put to use, and must be presented to the General Membership at the following meeting for approval.
2. Budget Amendment: the budget may be amended by vote of the general membership at any membership meeting.
  3. Expenditures: all expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
  4. Emergency Expenditures: the Executive Board is authorized to make an emergency expenditure not to exceed \$2,000 with a two-thirds approval of the Executive Board. These expenditures shall be reported to the general membership at the next Association meeting by the Treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.
  5. Fundraising:
    - a. Contacting Parents and Students – As stated in Chancellor's Regulations A 660, Section I.G.3., PTAs may not obtain a list of students' or parents' names, addresses or any other contact information from the school, district, or borough for any purpose, including fundraising.
    - b. Outreach Assistance – PTAs are responsible for fundraisers and any resulting funds. PTAs may request assistance from the Parent Coordinator in publicizing fundraising activities, but Parent Coordinators may not handle or direct the expenditure of PTA funds.

## **D. Audit**

1. Audit Committee
 

The President shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be composed of general members.
2. Duties
  - a. 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.
  - b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
  - c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

## **E. Financial Accounting**

1. Financial Report: the Treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the Principal.
2. Record Keeping: the Treasurer shall be responsible for all funds of the 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 fundraiser proceeds from students. The Treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

## **Article IX - Amendments and Regular Review of Bylaws**

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment was presented 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, and must be adopted by the membership, even if no changes are made, following the voting guidelines above. 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.