

**BYLAWS  
OF  
PTA of MS 54  
103 West 107<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10025**

APPROVED BY THE MEMBERSHIP ON APRIL 20, 2017

---

**Anni Kluger, MS 54 PTA Recording Secretary**

**Date**

---

**Jerome Kramer, MS 54 PTA Co-President**

**Date**

---

**Katie Miller, MS 54 PTA Co-President**

**Date**

## ARTICLE I

### Organization

#### **Section 1. Name**

- 1.1.1 The name of the Association shall be: The Parent Teacher Association of MS 54. It will be referred to as the “Association” in this document. In other documentation, it may be referred to as “MS 54 PTA” or simply “PTA”.
- 1.1.2 The school supported by the Association is Booker T. Washington, Middle School 54, also known as MS 54.

#### **Section 2. Structure**

- 2.1 The Association works in unison with the not-for-profit organization, PTA of MS 54, Incorporated, a 501(c)(3) organization.
- 2.2 All fundraising activities of the Association are done for the PTA of MS 54, Incorporated.
- 2.3 The PTA of MS 54, Inc. exists for the support of the children of MS 54. References to financials in these By-Laws are referring to those funds raised for the PTA of MS 54, Inc. by the Association.

## ARTICLE II

### Objectives, Rights & Responsibilities

#### **Section 1. Objectives**

The objectives of the Association are:

- To promote an effective educational environment for students.
- To provide for the safety and welfare of students in and around the school.
- To provide good home-school relations.
- To promote communications among parents, students, faculty, and staff.
- To develop programs for ongoing parent education and involvement.
- To develop programs for parents to help them to participate in school governance and educational decision-making.
- To set yearly goals that are aligned with the school needs.

#### **Section 2. Rights and Responsibilities**

The Association shall have the rights and responsibilities set forth by the Chancellor’s Regulation A-660, Section 1.B, which are incorporated by reference in these By-Laws.

## ARTICLE III

### Membership

#### **Section 1. Eligibility**

- 1.1 Membership in the Association shall be limited to all parents, legally appointed guardians, persons in a parental relation, and designated persons having a relationship (see 1.2) to students currently attending MS 54, including caretakers and non-custodial family members (to be referred to as “parent” or “parent(s)”) and all staff currently employed on a full-time basis in MS 54 (to be referred to as “staff”).
- 1.2 No supervisory staff or parent coordinators are eligible to be PTA members in the school where they are employed, even if their child currently attends the school.
- 1.3 A list of designated persons shall be on file with the Association Executive Board as provided by the MS 54 Principal. The process for designation and participation eligibility is described in the New York City Department of Education’s Chancellor’s Regulation A-660 (to be called “The Chancellor’s Regulations” from now on). The period of designation shall be from July 1 to June 30 and must be renewed each year.
- 1.4 Any decisions to change eligibility for membership in the Association shall be made in accordance with Article X of these By-Laws.

#### **Section 2. Participation**

- 2.1 All eligible parents and full-time staff are automatically Members of the Association (to be referred to as “Members” or divided into “Parent Members” or “Staff Members”).
- 2.2 A welcome document (by hard copy in a welcome packet/letter and/or electronic form by e-mail in the form of an e-group newsletter) shall be issued at the beginning of the school year from the Association informing parents about the Association and shall encourage their participation.
- 2.3 Donations are not a requirement for membership, voting or running for office, but each member shall be requested to make a voluntary donation to the Association.

- 2.4 Donations in the form of money, services, and time are all encouraged and accepted.

### **Section 3. Voting Privileges**

- 3.1 Each Member, except for caretakers and non-custodial family members, shall be entitled to one vote. These votes shall be in person at meetings of the Association.
- 3.2 Voting by proxy, absentee ballot, e-mail or conference call is prohibited.
- 3.3 Members deemed to have a conflict of interest as defined in the Chancellor's Regulations shall not be permitted to vote on restricted issues.

### **Section 4. Notice to Parents and Staff**

- 4.1 At the beginning of each school year, the Association shall distribute a notice by hard copy (e.g., letter, newsletter, handbook) and/or electronic means (email or e-group newsletter) to all Members advising them of the information provided in this section, specifically membership and voluntary donation information.
- 4.2 Forms requesting parent interest in volunteering or participating in the Association shall be distributed to all Members at the beginning of each school year and to parents when children are registered after school begins.

## **ARTICLE IV** **Executive Board**

### **Section 1. Composition**

- 1.1 The Executive Board shall be comprised of the elected officers of the Association as described in this Article V and the Committee Chairs described in Article VIII.
- 1.2 No person employed in MS 54 shall be eligible to serve on the Executive Board.
- 1.3 The Association shall elect the mandatory core officers (President, Secretary and Treasurer) in order to be a functioning PA.

### **Section 2. Responsibilities**

- 2.1 The Executive Board shall plan and direct the work necessary to carry out the program and policies adopted by the General Membership.
- 2.2 Officers shall be required to attend all Executive Board Meetings and shall be subject to removal unless a good and valid excuse is provided.
- 2.3 The Executive Board shall have the power to transact all necessary business of the Association between its regular membership meetings.
- 2.4 The Executive Board shall review the actions of the committees and pass on their plans.
- 2.5 The Executive Board shall recommend to the membership eligible Members to fill vacant positions.
- 2.6 The Executive Board shall create and designate Ad Hoc Task Groups as it deems necessary and as described in Article VIII.
- 2.7 The Executive Board shall have the power to act for the Association in an emergency with the authority to spend up to \$2,000.00 in aggregate during any school year, without prior approval of or subsequent ratification by the Membership. If an expenditure is later submitted to and ratified by the General Membership, that expenditure will not reduce the Executive Boards' aggregate spending authority for the school year. All such expenditures are to be reported by the Treasurer at the next General Membership Meeting.

### **Section 3. Executive Board Meetings**

- 3.1 Regular meetings of the Executive Board shall be held on the second Tuesday of every month (September through June) at 5:30 p.m. (prior to the Monthly General Membership Meeting). If the scheduled meeting falls on a date that is a legal or religious holiday or for some other reason is not a practical date for the meeting, the meeting shall be shifted to another date/time. The changed date/time shall be provided to all Executive Board Members as early as possible and a notice posted to the effect for the General Membership's information.
- 3.2 A planned schedule of Executive Board Meeting dates shall be prepared by the Board and distributed (by hard copy and/or e-mail) at or before the first General Membership Meeting of the school year.
- 3.3 The President may call a special meeting of the Executive Board with a minimum of twenty-four hours' telephone and/or electronic (e-mail or e-group newsletter) notice to Executive Board Members.
- 3.4 Upon the written request of at least three Executive Board Members, the President must call an Executive Board Meeting within five days after receipt of the request.
- 3.5 All PTA members are entitled to attend Executive Board Meetings and participate in discussions, as appropriate, and at the discretion of the PTA Presidents subject to any relevant time constraints.

#### **Section 4. Voting**

- 4.1 Each Member of the Executive Board of the Association shall have equal status with a vote on the Executive Board.
- 4.2 Where an Officer position has multiple Co-Officers, each of the Co-Officers has a vote.
- 4.3 Where an Officer is also a Committee Chair, the Officer will have only one vote.
- 4.4 The Committees that are not chaired by Officers have one vote no matter how many Co-Chairs they have.
- 4.5 All votes of the Executive Board will be decided by a majority vote.

#### **Section 5. Quorum**

- 5.1 A meeting of the Executive Board can begin once one-third (1/3) of the Members are present.
- 5.2 Votes are not permitted until a majority of the Members of the Executive Board are present which constitutes a quorum.

### ***ARTICLE V*** ***Officers and Members-at-Large***

#### **Section 1. Titles**

- 1.1 The Officers of the Association shall be:
  - **President** with up to a total of 3 Co-Presidents
  - **Vice President of Fundraising** with up to a total of two Vice Presidents of Fundraising
  - **Secretary** with up to a total of 3 Co-Secretaries- Two recording and one corresponding
  - **Treasurer** with up to a total of 3 Co-Treasurers
  - **Assistant Treasurer**, with up to a total of 2 Co-Assistant Treasurers
  - **Parent-at-Large – 6<sup>th</sup> grade**
  - **Parent-at-Large – 7<sup>th</sup> grade**
  - **Parent-at-Large – 8<sup>th</sup> grade**
- 1.2 The responsibility of each office held by more than one person is to be shared.
- 1.3 Each Officer or Co-Officer shall have equal status with a vote on the Executive Board.
- 1.4 In these By-laws, the title of an Officer and Member-at-Large used in the singular refers to all Co-Office holders sharing responsibility for an office.

#### **Section 2. Term of Office**

- 2.1 The term of office for all Officers shall be one year from July 1 through June 30 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 30 of the following year.
- 2.2 If possible, the annual election of Officers shall take place between the 3<sup>rd</sup> Wednesday in May and the 3<sup>rd</sup> Friday in June. All Officers shall be elected for a one-year term that begins July 1<sup>st</sup> and ends June 30<sup>th</sup> the following year.
- 2.3 The number of terms that a Member may hold an office shall not be limited.

#### **Section 3. Eligibility**

- 3.1 Eligibility for office is limited to parent Members of the Association who are not employed in the school. Caretakers and non-custodial family members are not permitted to serve as Officers of the Association.

#### **Section 4. Duties of Officers**

- 4.1 **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.
- 4.2 **Vice President of Fundraising** shall plan and execute all fundraising activities recommended and approved by the Executive Board and approved by the General Membership.
- 4.3 **Secretaries:** The Recording Secretaries shall maintain the official record of the proceedings and actions of all Association Meetings. This shall include the notices, agendas, sign-in sheets, and material distributed at all meetings. The Recording Secretaries shall coordinate all correspondence of the Association. The Recording Secretaries shall make available a sign-in sheet at each Association meeting, prepare minutes of each Association meeting in time for review and adoption at the next appropriate meeting, and make minutes available upon request. The Recording

Secretaries shall maintain custody of the books and reports pertaining to the Association, except those of the treasurer. The Recording Secretaries shall maintain a log of all amendments to the By-Laws and shall ensure that a copy of each is in file in the Principal's office. The Corresponding Secretary shall be responsible for the email notices to the PTA members and school community.

- 4.4 **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 written report on 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.
- 4.5 **Assistant Treasurer:** The Assistant Treasurer shall be responsible for the Annual Fund and help the Treasurer with financial responsibilities of the Association.
- 4.6 **Parents-at-Large:** The Board shall contain a total of three seats for Parents at Large (PAL), one per grade, to be held by a parent from the corresponding grade. Each PAL is a voting Executive Board member and shall represent the parent body at all general meetings and meetings of the Board. PALs shall act as liaisons to the teachers and class parents in the grades they represent, assisting the Parent Coordinator and Executive Board with outreach and family communications. The 7th and 8th grade PALs 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. Each PAL will serve in that capacity for one year (through the June 30 after their election).

## **Section 5. Miscellaneous**

- 5.1 A list of all Officers' names and positions must be posted in the school at the beginning of each school year. Thereafter, it must be made available in the principal's office, at every PTA meeting and to members upon request.
- 5.2 The PTA must inform its members how to contact the Executive Board.
- 5.3 The Executive Board must establish a PTA email address and a process for checking and responding to emails sent to the PTA email address at least once a week.

# **ARTICLE VI**

## **Elections**

### **Section 1. Creation of the Nominating/Election Committee**

- 1.1 The Nominating/Election Committee should be established at the February General Membership Meeting. It should consist of at least two Members that are selected by the Membership at the February General Membership Meeting. The majority must come from the General Membership, but out-going Officers Committee Chairs, and School Leadership Team Members may also serve on this Committee.
- 1.2 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 he/she resigns from the committee in writing as soon as the decision to run is made.
- 1.3 The Nominating/Election Committee shall choose one of its Members to serve as chair of the committee.
- 1.4 No person employed in MS 54 shall be eligible to serve on the Nominating/Election Committee.
- 1.5 A Nominating/Election Committee shall propose nominees for all Association Officers; Committee Chairs; and School Leadership Team (SLT) Members.

### **Section 2. Formation of Nominating Committee Not Possible**

- 2.1 If a Nominating/Election Committee is not/can not be formed by the end of February, 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.
- 2.2 These members will be selected to serve in this role by vote of the Members at the General Membership Meeting in March. They will perform the responsibilities and adhere to the timeframe outlined in this section of the By-Laws.
- 2.3 They may also seek assistance in conducting nominations and the election from the appropriate region/district Presidents' Council and/or the Principal or his/her designee and/or the district or regional superintendent or his/her designee.
- 2.4 If at least two members of the Association who are not running for office are not/can not 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 by the appropriate region/district representative by no later than the second Friday in June.
- 2.5 The Executive Board must notify the Principal of the time and date of the election by May 1<sup>st</sup> of each school year.

### Section 3. Making Nominations

- 3.1 The Nominating/Election Committee or the Executive Board/appointed Nominating/Election Team shall seek recommendations for candidates for all Executive Board positions (Officers and Committee Chairs – see Articles V and VIII for descriptions) and SLT members from the Membership. These inquiries shall be done by hard copy (e.g., letters, newsletters), electronic media (e-mail, e-group notices), and/or phone calls.
- 3.2 The Nominating/Election Committee or the Executive Board/appointed Nominating/Election Team shall also seek recommendations for candidates for open positions on the SLT from the Membership by hard copy (e.g., letters, newsletters), electronic media (e-mail or e-group newsletter) and/or phone calls. The By-laws of the MS 54 SLT should be consulted for descriptions of the roles and responsibilities of the members of the SLT.
- 3.3 The Nominating/Election Committee or the Executive Board/appointed Nominating/Election Team shall confirm the desire of the candidate; determine the eligibility; and verify the appropriateness of all candidates before adding them to the slate of nominees.
- 3.4 The Nominating/Election Committee or the Executive Board/appointed Nominating/Election Team shall report during the April General Membership Meeting the names of those candidates that have been gathered to date as well as any positions still open. An opportunity must be given at the April Meeting to get nominations from the floor.
- 3.5 The nomination process by the Nominating/Election Committee or the Executive Board/appointed Nominating/Election team shall be officially closed at least 14 days before the Meeting when the Spring Election will take place. The notice of the General Membership Meeting when the Spring Election will take place and the slate of Nominees for the Executive Board shall be distributed to the General Membership at least 10 (ten) days prior to the General Membership Meeting where the election will take place. The Slate of Nominees shall list all candidates under the office for which they were nominated in alphabetical order. The Notice shall be by hard copy and/or electronic media (e-mail or e-group newsletter) and shall be posted in the school. Nominations will continue to be taken from the floor of the May meeting for positions that have no nominees, prior to the election.
- 3.6 The Notice of the Election Meeting must be in writing and must include the date, time and location of the election; a list of all Executive Board positions to be filled; a statement that the only qualification for all offices is that the candidate be a parent of a child in the school (subject to V.3.1); the mechanism(s) by which parents can become candidates for PA/PTA office and the date nominations close; for expedited elections, a statement that all nominations will be taken from the floor at the meeting; candidate names only if nominations are already closed; term limits; and date Notice was distributed and means of distribution.

### Section 4. Electing the Executive Board

- 4.1 The Nominating Committee/Election Committee should conduct the election at a General Membership before the last day of the school year.
- 4.2 The elections shall be scheduled to encourage maximum Member participation. This will require at least one evening session.
- 4.3 Each Member of the Association is entitled to one vote in the elections. It must be ensured that only eligible Members are permitted to vote.
- 4.4 Written ballots shall be used in all contested elections.
- 4.5 The names of candidates shall appear on the ballot under the title of the office for which they were nominated, in alphabetical order.
- 4.6 Names of candidate for the positions of co-presidents must be listed as a team.
- 4.7 Candidates for PTA Offices are eligible to be nominated for more than one office. In the event that an individual is elected to serve in more than one position, he/she shall submit in writing to the nominating committee which office position(s) he/she is declining. The candidate with the next highest number of votes shall then serve in the declined position(s). This only applies to the roles of PTA officers.
- 4.8 Candidates for PTA Offices can be elected to and serve simultaneously as the Chair of a PTA Committee.
- 4.9 A ballot shall be distributed to a Member after they have signed in on the verification sheet.
- 4.10 If ballots are used, they shall be printed with instructions in English and other languages, as appropriate.
- 4.11 Voting shall be by written ballot (in a contested election) in accordance with the Chancellor's Regulations.
- 4.12 Each Member present at the meeting may vote for the maximum number of candidates permitted to hold a particular office. The candidate with the most votes for an office to be held by one person is elected to the office. For any office that may be filled by up to three people and more than that are running, the number of allowable nominees with the most votes shall be elected to the office. In the event of a tie vote, a run-off election between the candidates that tied shall be held. Ballots shall be counted immediately and in the presence of the Members.
- 4.13 When the tally of votes is complete, the Chairperson of the Nominating Committee shall announce the results of the election to the Membership and state that those results are official. The chairperson shall notify the Principal, the District Office of Family Engagement and Advocacy and Presidents' Council in writing of the results of the election within five calendar days of the completion of the election.
- 4.14 Any SLT elections that take place at the meeting for the election of PTA officers must take place after the election of the mandatory officers.
- 4.15 Ballots shall be retained for six months by the Chair of the Nominating/Election Committee. If that Chair shall no longer be an eligible Member after June 30th, the ballots shall be turned over to the incoming Recording Secretary.
- 4.16 In uncontested Elections, Members may vote by show of hands or by a single vote by acclamation may be cast by the Secretary to accept the slate of incoming officers.

## **Section 5. Installation of Officers**

- 5.1 Installation of the newly elected Officers shall take place at the June General Membership Meeting.
- 5.2 During the time from that meeting to the end of school, information and records shall be transferred from the outgoing Executive Board Members to the incoming Executive Board Members.

## **Section 6. Vacancies**

- 6.1 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 the Program Vice President selected by the remaining Executive Board (done by a simple 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.
- 6.2 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.
- 6.3 The same process applies for filling any other open Executive Board positions.
- 6.4 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 or resign. 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.

## **Section 7. Special Expedited Election Process**

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

## **Section 8. Disciplinary Action**

- 8.1 Non-excused absences from Meetings of Executive Board Members
  - (a) Upon the recommendation of the Executive Board of the motion of a Member and two-thirds (2/3) vote of the Membership, any Officer who failed to attend three (3) consecutive Board Meetings without good cause following written notice from the Executive Board shall be removed from office.
  - (b) The Association's notice and agenda must cite that a vote will be taken by the Membership as a disciplinary action against an Executive Board Member.
- 8.2 Misconduct or Neglect of Duty by Executive Board Members
  - (a) A motion to appoint a Review Committee to review the possible misconduct or neglect of duty of one or more Executive Board Members may be presented by any member during any Meeting of the Association. The motion must be approved by majority vote of the General Membership present.
  - (b) 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.
  - (c) The Review Committee must investigate, examine, and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. The Review Committee must consider all pertinent facts and information gathered. The officer(s) against whom the action is being taken has the right to present relevant facts, documents and witnesses.
  - (d) The committee must present its findings and recommendations during a General Membership Meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the Review Committee.
  - (e) The Association's notice and agenda must cite that a vote will be taken by the Membership regarding disciplinary action. The General Membership shall then vote to remove or absolve the officer(s).

## **ARTICLE VII**

### **Meetings**

#### **Section 1. Schedule of General Membership Meetings**

- 1.1 Unless the membership sets a different schedule for a particular year or part of a year, the General Membership Meetings of the Association shall be held monthly on the 2<sup>nd</sup> Tuesday of each month from September through June at MS 54 at 7 p.m.
- 1.2 If the meetings fall on a legal or religious holiday or for some other reason it is impracticable to meet, the meetings shall be shifted. In such instances, the meeting shall be held on another day as determined to be practical by the Executive Board.
- 1.3 The Members must be surveyed at the beginning of every school year to determine their preference for day and time of General Membership Meetings.

#### **Section 2. Notices of Schedule of General Membership Meetings.**

- 2.1 A planned schedule of General Membership Meeting dates shall be prepared by the Executive Board for distribution prior to the first General Membership Meeting of the school year and issued in an Association communication [hard copy in the welcome packet/letter and/or e-mail media (e-mail or e-group newsletter)]. Hard copies of the schedule shall be available at the first General Membership meeting.
- 2.2 Notices of all General Membership Meetings shall be issued 10 days in advance of the meeting by hard copy and/or electronic media (e-mail or e-group newsletter). The agenda of the meeting shall be included if it is known at the time the notice is sent.
- 2.3 The form of all Association meeting notices can be hard copy (e.g., letter, newsletter) and/or electronic media (e-mail or e-group newsletter).

#### **Section 3. Attendance and Participation at General Membership Meetings**

- 3.1 All Members of the Association are encouraged to attend and participate at General Membership Meetings subject to restrictions in these By-Laws.
- 3.2 A person not known to the President or other presiding officer should state their name and class or staff affiliation prior to addressing the General Membership. All other persons may attend as observers and may speak and otherwise participate at the discretion of the President.
- 3.3 The last meeting of the school year (June) shall be the Annual Meeting of the Association, at which time annual reports shall be given by the Officers and Committee Chairpersons.
- 3.4 The President shall chair General Membership Meetings; in the President's absence, the Vice-President of Fundraising, Treasurer, or Assistant Treasurer, if present and in that order, shall chair the General Membership Meeting.

#### **Section 4. Special Membership Meetings**

- 4.1 Special Membership Meetings may be called to deal with a matter or matters of importance that cannot be held until the next General Membership Meeting. The President may call a Special Membership Meeting with a minimum of forty-eight hours' hard copy (e.g., letter, newsletter) and/or electronic media (e-mail or e-group newsletter) notice to parents stating precisely what the topic of the meeting will be.
- 4.2 Upon receipt of a written request from five Association Members, the President must call a Special Membership Meeting within five working days of the request and with forty-eight hours' hard copy (letter or newsletter) or electronic media (e-mail or e-group newsletter) notice to parents.

#### **Section 5. Quorum**

- 5.1 A General Membership Meeting or Special Meeting of the Membership shall not begin unless at least five (5) Members are in attendance.
- 5.2 No votes on expenditure of funds or votes on other business shall be taken unless a quorum of eight (8) Members of the Association, including at least two (2) members of the executive board, are in attendance.

#### **Section 6. Order of Business**

- 6.1 The following order of business is recommended for all regular General Membership Meetings of the Association:
  - Call to Order
  - Reading and Approval of Minutes
  - President's Report

- Principal's Report
  - Treasurer's Report
  - School Leadership Team report
  - Committee Reports, If any
  - Old Business
  - New Business
  - Adjournment
- 6.2 Changes to the order of business may be necessary due to the availability of presenters.

## **Section 7. Documents Available at Meetings**

- 7.1 Minutes of the previous General Membership Meeting or Special Meeting of the Membership shall be available in written form at each General Membership Meeting.
- 7.2 The Minutes of the General Membership Meeting or Special Meeting of the Membership shall be approved at the General Membership Meeting.
- 7.3 Sign-in sheets shall be provided for recording attendance at Association Meetings.
- 7.4 Copies of the Treasurer's current financial report will be available for examination.
- 7.5 A copy of these By-Laws shall be available at every General Membership Meeting. A copy (hard copy and/or electronic media) can be obtained upon request and adequate notice.

## **Section 8. Parliamentary Authority**

- 8.1 All procedural questions not covered by these By-Laws shall be governed by Robert's Rules of Order, Newly Revised, provided that they are not inconsistent with the laws, policies or regulations.

# **ARTICLE VIII**

## **School-wide Committees**

### **Section 1. Membership and Parent Involvement Committee**

- 1.1 The Membership and Parent Involvement Committee, led by the Membership Officer, is responsible for collecting volunteer forms from Members. They shall keep a record of potential volunteers.
- 1.2 The committee shall encourage each class to select a class parent who shall serve as a liaison between the class and the Association.
- 1.3 The committee shall encourage all Association Members to be involved as volunteers and to participate in Association activities and special programs for parents.
- 1.4 The committee shall ensure that copies of "Parent Associations and the Schools", as well as the Association's By-Laws, are available to all parents and shall seek to provide information and assistance to parents.

### **Section 2. Budget Committee**

- 2.1 The Budget Committee shall be responsible for drafting a proposed budget each spring for approval by the Membership and a written review of the prior year's budget, both of which must be presented at the May General Membership meeting.
- 2.2 One head of the Budget Committee may be elected at the General Membership Meeting designated for the Spring Election according to the procedures set forth in Article VI. The treasurer shall be a Member of the Budget Committee. The elected Chair of the Budget Committee may be the Treasurer, but is not required to be.

### **Section 3. Fundraising Committee**

- 3.1 The Fundraising Committee, under the leadership of the Vice President of Fundraising, shall plan and execute all fundraising activities recommended and approved by the Executive Board and approved by the General Membership. The Committee shall collect all monies from such activities, record the income, and turn over all funds to the Treasurer for deposit. At the next General Membership Meeting following a fund-raising activity, the committee heads shall report all income, expenditures, and profit from that activity and shall prepare a written report pursuant to "Parent Associations and the Schools." See also Article VIII, Section 4 of these By-Laws.
- 3.2 One or two heads of the Fundraising Committee may be elected at the General Membership Meeting designated for the Spring Election according to the procedures set forth in Article VI.

### **Section 4. Grants Committee**

- 4.1 The Grants Committee shall be responsible for seeking and completing applications for grants for programs that will benefit the children, staff or families of MS 54
- 4.2 One or two heads of the Grants Committee may be elected at the General Membership Meeting designated for the Spring Election according to the procedures set forth in Article VI.

## **Section 5. Responsibilities of School-wide Committee Chairs**

- 5.1 The Committee Chairs shall schedule meetings as necessary and notify committee members; schedule, organize and manage the required activities of the committee; create sub-committees; maintain accurate records of all activities, income and expenses; and be prepared to report monthly to the Executive Board and General Membership.

## **Section 6. Ad Hoc Task Groups**

- 6.1 When an issue or situation arises that necessitates the establishment of a task group, the Executive Board or General Membership may form an ad hoc task group to meet that need.
- 6.2 The President, with the approval of the Executive Board or Membership, shall appoint the head or heads of each Task Group.
- 6.3 The chairs of Task Groups shall not be entitled to be Members of the Executive Board for this role. A member who is on the Executive Board for a different role may also be a Chair of a Task Group.
- 6.4 Chairs of Task Groups shall have the same responsibilities as in Section 7.2 above.
- 6.5 Task groups shall be dissolved when the need no longer exists by majority vote of the Executive Board or General Membership.

# **ARTICLE IX**

## **Financial Affairs**

### **Section 1. Fiscal Year**

- 1.1 The fiscal year of the Association shall run from August 1 through July 31.
- 1.2 Activities conducted by the Association related to fundraising shall follow the same fiscal year schedule.
- 1.3 Any bills or deposits that arrive after that date shall count towards the following year's records.

### **Section 2. Signatories**

- 2.1 At a minimum, the President, Recording Secretary and Treasurer shall all be authorized to sign Association checks.
- 2.2 The signatories shall be designated at the June Executive Board Meeting and the appropriate paperwork shall be completed at the bank for the signature cards to be in effect for the start of their office on July 1.
- 2.3 Past signature cards shall be made null and void when the new signature cards are put into effect.
- 2.4 All checks require at least two signatures, from two Officers of different titles.

### **Section 3. Budget**

- 3.1 The Budget Committee shall be responsible for:
- Preparing a proposed budget for adoption by the Membership at the May or June General Membership meeting, and
  - A written review of the prior year's budget for discussion at the May General Membership meeting.
- 3.2 The budget may be amended by vote of the General Membership at any General Membership Meeting.
- 3.3 Except as per Article IV, Section 2, all expenditures not included in the budget at the time of its adoption must be approved by resolution of the Membership. If actual expenditures in any expense category in the budget will exceed the budgeted amount by more than 20% (unless the Executive Board uses its aggregate spending authority to authorize the expenditure), then the General Membership must approve the expenditure first. The General Membership must be notified of all such expenditures at the next General Membership Meeting.
- 3.4 The General Membership shall be informed of any budget items increased or added in association with the previous paragraph at the next General Membership Meeting.
- 3.5 The Executive Board may authorize expenditures up to the amount of each budget line item of the budget adopted at the May General Membership Meeting unless authorized by 3.3 or 3.6 of this section.
- 3.6 All directed donations shall be referred to the President for acceptance before it can be put in use. When three Co-Presidents fill this role, majority vote determines acceptance. If the President deems the directed donation in question, it must be presented to the General Membership at the following meeting for approval.

### **Section 4. Fundraising**

- 4.1 The Fundraising Committee shall be responsible for researching and presenting to the Membership in the spring all information and data relevant to proposed fundraisers for the following year. The Fundraising Committee may propose additional fundraisers at any time during the year. The Membership shall vote to approve all fundraisers and their initial budget prior to the signing of contracts or agreements and pursuant to planning with the Principal of all fundraisers involving students during school hours.

- 4.2 Upon approval of the Membership, the Fundraising Committee shall be responsible for all arrangements, notices, committee assignments, and other logistical detail in preparation for the activity.
- 4.3 The Fundraising Committee shall be responsible for keeping events within the budget allotted.
- 4.4 If expenses for a specific event need to exceed the budget, the issue must be presented to the Executive Board and/or the General Membership as restricted by other sections of these By-Laws.
- 4.5 If directed contributions are made specific to an event that will make it exceed the allotted budget, before acceptance of the contribution it must be referred to the President for acceptance before it can be put in use. When three Co-Presidents fill this role, majority vote determines acceptance. If the President deems the directed donation in question, it must be presented to the General Membership at the following meeting for approval.
- 4.6 The Treasurer, at least one other officer, and additional persons as needed shall be designated and approved by the Executive Board to collect, count, tally, and record all orders and payments. All requests for payments must be supported by acceptable documentation.
- 4.7 The Treasurer and Assistant Treasurer (if elected) shall arrange to deposit all receipts in the Association, Incorporated account by the end of the day when possible. Deposit slips shall identify the source of all monies deposited.
- 4.8 The head of the Fundraising Committee shall prepare a report of each fundraiser to be distributed to parents and filed in the Principal's office.
- 4.9 All disbursements of funds raised by this Association must be based on acceptable supporting documents. Should the Treasurer reject the validity of any receipt or documentation, the Treasurer should refer the matter to the Executive Board, which shall approve or deny the request.

## **Section 5. Audit**

- 5.1 At the April General Membership Meeting, the President shall request volunteers to form an Audit Committee of three persons, who will also serve in such capacity for the following school year. Executive Board members, other than those who are check signatories, may serve.
- 5.2 The Audit Committee shall prepare an audit of all financial affairs of the Association with the help of the Treasurer and Assistant Treasurer (if one is elected), who shall make all books and records available to the committee.
- 5.3 The Audit Committee shall prepare a written report to be presented to the Membership at its May General Membership Meeting.
- 5.4 The Audit Committee shall perform a quarterly reconciliation of the bank statements to the records of the association's fundraising events, both the receipt of funds and the expenditure of funds.

## **Section 6. Financial Accounting**

- 6.1 The Treasurer shall present a written treasurer's report at every executive board and general membership meeting, a copy of which shall be given to the principal and posted at the school.
- 6.2 The Treasurer shall prepare an interim financial accounting by January 31 and an annual financial accounting by June 30 of all income and expenditures.
- 6.3 A copy of the accounting or a summary thereof must be filed in the Principal's office and made available to all parents at the next respective General Membership Meeting.
- 6.4 A copy of the fundraising records of the Association shall be maintained on file in the school.
- 6.5 Upon written request identifying items to be reviewed, any Association Member shall be provided the information within one month of request. The review shall take place in the presence of at least three Executive Board Members with a sign-in sheet identifying who was in attendance and what materials were reviewed.

# **ARTICLE X**

## **BY-LAWS**

### **Section 1. Amending the By-Laws**

- 1.1 These By-Laws may be amended at any regular General Membership Meeting of the Association by a two-thirds vote of the Members present provided the amendment has been presented in writing to the Membership at the previous meeting.
- 1.2 The Notice of the meeting at which the amendment is to be voted upon must either contain the text of the amendment or advise Members where a copy may be obtained.
- 1.3 Amendments are effective immediately unless otherwise stated in the motion.

## **Section 2. Reviewing the By-Laws**

- 2.1 A thorough review of these By-Laws shall be conducted, and the bylaws amended if necessary, at least every three years and when CR A-660 is revised. After review or amendment, the By-Laws must be re-adopted by a two-thirds vote of the membership (even if no amendments have been made).
- 2.2 All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.
- 2.3 Any PA 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.
- 2.4 These bylaws may be amended at any regular meeting of the association by a 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. Amendments are effective immediately unless otherwise specified.

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 April 20, 2017. Filed with the Principal on April 20, 2017.

Signed By: \_\_\_\_\_ Date \_\_\_\_\_  
**Anni Kluger, Recording Secretary**

\_\_\_\_\_  
**MS 54 PTA Co-President, Jerome Kramer** Date \_\_\_\_\_

\_\_\_\_\_  
**MS54 PTA Co-President, Katie Miller** Date \_\_\_\_\_