

BY-LAWS
OF
P.S. 527 PTA, INC.
(PARENT TEACHER ASSOCIATION)

Parent Teacher Association Members voted on and approved these By-Laws at the general meeting held on June 15, 2022.

Signed by:



Co-President

6/15/2022

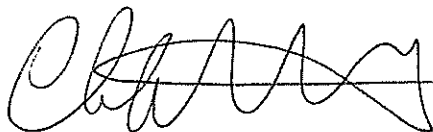
Date



Co-President

6/15/2022

Date



Co-Secretary

6/15/2022

Date



Co-Secretary

6/15/2022

Date



Co-Secretary

6/15/2022

Date

ARTICLE I -NAME & PRINCIPAL OFFICE

1. The name of the corporation is P.S. 527 PTA, Inc., a New York State not-for-profit corporation which serves as the Parent Teacher Association (the “PTA”) of Public School (P.S.) 527- the East Side School for Social Action (the “School”).
2. The principal office of the corporation shall be located at c/o P.S. 527, 323 E. 91st Street, New York, NY 10128.

ARTICLE II - OBJECTIVES

As set forth in its Certificate of Incorporation, the PTA is organized exclusively for charitable purposes. The objectives of the PTA include, but are not limited to:

1. Providing support and resources to the School for the benefit and educational growth of the students;
2. Developing a cooperative working relationship between the Parents (as hereinafter defined) and the School’s staff;
3. Developing Parent leadership and building capacity for greater involvement;
4. Fostering and encouraging Parent participation on all levels;
5. Providing opportunities and training for Parents to participate in School governance and decision-making.

ARTICLE III - MEMBERSHIP

Section 1: ELIGIBILITY

1. A Parent (as hereinafter defined; including a Parent who is a member of the School’s staff except for supervisory staff and parent coordinators) of a student currently registered at the School (a “Student”) is automatically a member of the PTA; no membership application, payment of dues or donation is required. Notwithstanding the foregoing, the PTA may request that Members (as defined herein) make a voluntary donation in such amounts as may be suggested by the Executive Board (defined herein) from time to time.
2. Pursuant to Chancellor’s Regulation A-660 (“A-660”), the term “Parent” is defined as any person in a parental or custodial relationship to a student, which includes the following:
 - a. birth parent;
 - b. adoptive parent;
 - c. foster parent;
 - d. step-parent;
 - e. legally appointed guardian;
 - f. person(s) in parental relation

3. Hereinafter, the individuals who belong to the PTA will be referred to as “Members.”
4. Members shall avoid acting in circumstances in which their personal interests conflict with their interests as Members and/or the PTA.
5. Members may not use their position to benefit themselves, family members or business associates.
6. In the beginning of each school year, PTA leadership shall send a letter to all Parents informing them of their automatic status as Members and the voting rights attached thereto.

Section 2: VOTING RIGHTS

1. Each Member of the PTA shall be entitled to one (1) vote. That right, however, may be limited in connection with the conflicts of interest section of A-660. Members who have any direct or indirect interest in any business transaction, any financial interest or any business dealing with the PTA or the School must refrain from participation in any decision relating to that matter. Such interest, whether direct or indirect, must be disclosed to the Members and placed in the minutes of the meeting at which the disclosure was made.
2. Voting must be in person. Voting by proxy, absentee ballot, email and conference call is prohibited. Notwithstanding the foregoing, as set forth herein, voting via a virtually remote platform (e.g. Zoom or other similar platform) shall be permitted.

Section 3: NOTICES

1. The PTA President (or Co-Presidents, if applicable) shall create and distribute or cause to be created and distributed all notices of PTA meetings and other PTA-sponsored events.
2. Any notices required to be given to Members shall be distributed at least ten (10) calendar days in advance of a meeting or event by means reasonably calculated to reach all Members, such as e-mail, backpack flyers or postal mail (each, a “Written Notice”).
3. Notices, ballots and other written materials required by these By-Laws shall be provided in English and other languages spoken by non-English speaking Members, in consultation with the School’s principal (the “Principal”).
4. For the purposes of determining deadlines for giving Written Notice, backpack flyers and e-mails are deemed sent as of the date they are first distributed, and Written Notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. “Calendar days” are inclusive of weekdays including days that the School is closed as well as holidays and weekends.

ARTICLE IV -OFFICERS AND MEMBERS-AT-LARGE; EXECUTIVE BOARD

Section 1: TITLES

1. The officers of the PTA shall be: President, First Vice President of Events and Projects, Second Vice President of Events and Projects, Secretary and Treasurer (the “Officers”, and each role individually- an “Officer”). One or more Members may be nominated and elected to serve in the same Officer position creating a “Co-Officer” role; provided, however, that: (a) such Co-Officers run for election together as one (1) slate and together assume the Officer duties set forth herein; and (b) no Member may serve in more than one (1) Officer role simultaneously.
2. At all times, the PTA must at least have a President, Secretary and Treasurer (the “Mandatory Officers” and each- a “Mandatory Officer”).
3. Together, the Officers along with the Members-at-Large, constitute and shall be defined as the “Executive Board”.

Section 2: ELIGIBILITY

1. There shall be no qualifications for any Member to be an officer or Member-at-Large of the PTA, other than to be a Parent of a child attending the School.
2. In the event at the time of an election, Members have one (or more) child(ren) graduating and another child(ren) entering the School, such Member or Members may only run for a non-mandatory Officer position or Member-at-Large.
3. School employees are not eligible to serve as elected Officers or Members-at-Large of the PTA.
4. Officers and Members-at-Large must not have a direct or indirect interest in any business transaction, any financial interest or any business dealing with the PTA or the School. Officers and Members-at-Large cannot work for an organization, directly or indirectly, at the School during the school day, or at an after-school, evening, weekend, holiday or summer program. Officers and Members-at-Large who own a business cannot do business with the PTA or the School, directly or indirectly, during the school day, or with an after-school, evening, weekend, holiday or summer program.

Section 3: TERM OF OFFICE AND TERM LIMITS

1. The term of office for each Officer shall be for one (1) year commencing on July 1 after elected to serve and ending on June 30 of the following year.
2. Term limits for each Officer and Member-at-Large position of the PTA shall be two (2) consecutive one (1)-year terms. Notwithstanding the foregoing: (a) a Member may be elected to serve a third term in the same Officer position provided that no other Member is nominated and willing to serve; (b) a Member may hold the same Officer or Member-at-Large office as previously held provided there is at least one (1) year between terms;

and (c) there shall be no “lifetime” term limit on holding Officer or Member-at-Large positions on the Executive Board provided that the Member otherwise meet eligibility requirements set forth in these By-Laws.

Section 4: GENERAL DUTIES OF OFFICERS AND MEMBERS-AT-LARGE

1. PTA Officers and Members-at-Large are responsible for running the day-to-day affairs of the PTA.
2. PTA Officers and Members-at-Large are expected to encourage meaningful participation in all PTA and School activities and work to improve Members’ engagement.
3. PTA Officers and Members-at-Large are expected to communicate with Members to inform them and hear their concerns.
4. PTA Officers and Members-at-Large are expected to attend all Executive Board meetings and general PTA meetings as possible.
5. PTA Officers and Members-at-Large are expected to help with and attend all PTA events, when possible.
6. Newly-elected Officers and Members-at-Large shall be provided with a copy of A-660 and these By-Laws and shall be responsible for reading same.

Section 5: SPECIFIC DUTIES OF OFFICERS AND MEMBERS-AT-LARGE

1. President (or Co-Presidents, if applicable): the duties of the President include the following:
 - a. provide leadership for the Members;
 - b. use reasonable efforts to ensure that the Officers and Members adhere to the By-Laws and A-660;
 - c. preside at all meetings of the PTA and serve as ex-officio members of all committees, except the nominating committee;
 - d. prepare and distribute the meeting notice for each PTA meeting;
 - e. prepare and provide a written agenda for each Executive Board and general PTA meeting;
 - f. meet regularly with the Executive Board in accordance with these By-Laws to plan the agendas for the general membership meetings;
 - g. review and approve all notices, flyers and other communications from the PTA;
 - h. delegate responsibilities to other PTA Officers, Members-at-Large and Members;
 - i. manage any Executive Board member disciplinary issues, pursuant to Article VI, Section 4;
 - j. be one of the signatories on PTA bank accounts;
 - k. manage or caused to be managed any PTA-approved direct fundraising;
 - l. review, maintain and respond (or cause others to review, maintain and respond) to all correspondence addressed to the PTA, and distribute to the Members when relevant;

- m. meet periodically with the School's Principal to discuss PTA and School business;
- n. by April 1st of each year, notify the Principal of the date and time of the annual election of Officers and Members-at-Large;
- o. appoint chairpersons of PTA committees, with the approval of the Executive Board;
- p. select the remaining members of the Nominating Committee, subject to the approval of the Members, pursuant to Article V, Section 2;
- q. canvass for and manage the expedited election for the two (2) Member-at-Large positions for incoming Members in September and October.
- r. keep a list of all login in credentials (including, without limitation, passwords) to PTA-utilized platforms and accounts including without limitation PTA bank accounts, email, memberships, etc. (the "Login Credentials") and the Members who have them;
- s. prior to the conclusion of the President's term, assist with transfer of PTA records, including providing the newly-elected President with complete Login Credentials, and keys to PTA-designated desks, filing cabinets and safes, as applicable;
- t. the President (or if there are Co-Presidents, one of the Co-Presidents) is automatically a member of the Community School District's Presidents' Council:
 - i. Co-Presidents (if applicable) shall determine together who will serve on the Presidents' Council;
 - ii. if the President (or one of the Co-Presidents, if applicable) is unable to serve on the Presidents' Council, she/he must nominate a designee to serve in her/his place. The designee must be approved by a vote of the Members;
 - iii. the President (or one of the Co-President, if applicable) or designee must attend Presidents' Council meetings regularly;
- u. the President (or one of the Co-Presidents, if applicable) is an *ex officio* (automatic) member of the School's School Leadership Team ("SLT"):
 - i. when there are Co-Presidents, the other PTA Officers must decide which Co-President shall serve on the SLT;
 - ii. if the President or one of the Co-Presidents is unable to serve on the SLT, she/he must nominate a designee to serve in her/his place. The designee must be approved by a vote of the Members;
 - iii. the President or one of the Co-Presidents or designee must attend SLT meetings regularly and communicate to the PTA Members information that was discussed at the meetings, including the School's Comprehensive Educational Plan and the public view of the School's budget.
- v. vote for the parent members of the Community Education Council ("CEC"). The President or Co-President is not eligible to vote if she/he is a candidate for parent member, in which case the Executive Board must designate another Member to vote in the President's place;
- w. the President or the Co-Presidents or her/his designee shall represent the PTA on other district committees.

2. First Vice President of Events and Projects or Co-First Vice Presidents of Events and Projects: the duties of the First Vice President of Events and Projects or Co-First Vice Presidents of Events and Projects include the following:
 - a. assist the President or Co-Presidents and assume the President's or Co-Presidents' duties in her/his or their absence or at her/his or their request;
 - b. together with the Second Vice President of Events and Projects or Co-Second Vice Presidents of Events and Projects, manage and be responsible for PTA-sponsored events and projects (subject to Members' approval of the events and projects), including either chairing the events or projects or delegating another Member to chair or lead them, in coordination with the President or Co-Presidents (Appendix A contains examples of potential events and projects and is subject to change each year);
 - c. be one of the signatories on the PTA checks;
 - d. assist with the annual June transfer of PTA records to the incoming Executive Board.
3. Second Vice President of Events and Projects or Co-Second Vice Presidents of Events and Projects: the duties of the Second Vice President of Events and Projects or Co-Second Vice Presidents of Events and Projects include the following:
 - a. assist the President or Co-Presidents and assume the President's or Co-Presidents' duties at the President's or Co-Presidents' request;
 - b. together with the First Vice President of Events and Projects or Co-First Vice Presidents of Events and Projects, manage and be responsible for PTA-sponsored events and projects (subject to Members' approval of the events and projects), including either chairing the events or projects or delegating another Member to chair or lead them, in coordination with the President or Co-Presidents (Appendix A contains examples of potential events and projects and is subject to change each year);
 - c. assist with the annual June transfer of PTA records to the incoming Executive Board.
4. Recording Secretary or Co-Recording Secretaries: the duties of the Recording Secretary or Co-Recording Secretaries include the following:
 - a. take notes at all Executive Board, general and special membership meetings and produce the official type-written meeting minutes;
 - b. prepare and distribute the minutes of each PTA meeting at the next such meeting, and make copies of the minutes available upon request;
 - c. prepare a To-Do List after each Executive Board and general meeting based on the meeting discussion and distribute the list to the Executive Board, preferably within four days of the meeting;
 - d. prepare meeting attendance sheets and maintain them with the PTA records;
 - e. prepare distributed materials for meetings at the President's or Co-Presidents' direction;
 - f. prepare notices, flyers and other communications at the President's or Co-Presidents' direction;
 - g. maintain custody of the PTA's records on school premises;

- h. sign and incorporate all amendments into the By-Laws and ensure that signed copies of the current By-Laws are on file in the Principal's office;
 - i. accept an officer's written resignation and maintain it with the PTA records;
 - j. assist with the annual June transfer of all PTA records to the incoming Executive Board, including the final June Executive Board and general meeting minutes;
 - k. vote for the parent members of the CEC. The Recording Secretary or Co-Recording Secretaries are not eligible to vote if she/he is a candidate for parent member of the CEC, in which case the Executive Board must designate another Member to vote in the Recording Secretary's place.
5. Treasurer or Co-Treasurers: the duties of the Treasurer or Co-Treasurers include the following:
- a. responsible for all financial affairs and funds of the PTA;
 - b. maintain an updated and accurate record of all income and expenditures on school premises;
 - c. adhere to and implement all financial procedures established by the PTA;
 - d. present and provide copies of a written Treasurer's report at each PTA Executive Board and general meeting, which must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing account balances for the applicable reporting period. A copy of each Treasurer's report must be provided to the Principal;
 - e. responsible for going to the bank and depositing all money that the PTA receives.
 - f. be one of the signatories on PTA checks;
 - g. prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by June 30th. These reports must include all income and expenditures and must be distributed to all Members. Copies of these reports shall be provided to the Principal;
 - h. assist event chairs or leads with preparing a Fundraising Activity Report following the completion of each fundraising activity;
 - i. make available all books or financial records for viewing by Members upon request;
 - j. chair the Budget Committee (see Article VIII, Section 1.1);
 - k. make all records available to the Audit Committee by the April general meeting and assist the Audit Committee (Article VIII, Section 1.2);
 - l. assist with the June transfer of PTA records, including providing the newly-elected Treasurer or Co-Treasurers with all of the PTA's financial records, the PTA Employer Identification Number ("EIN") and all necessary information to access bank and other financial accounts, as well as information on the method of accounting and financial record-keeping that the PTA uses;
 - m. vote for the parent members of the CEC. The Treasurer or Co-Treasurer is not eligible to vote if she/he is a candidate for parent member of the CEC, in which case the Executive Board must designate another Member to vote in the Treasurer's place.
6. Members-at-Large: the duties of the Members-at-Large include the following:
- a. there will be up to six Members-at-Large;

- b. two Member-at-Large positions will be reserved for incoming Members who are new to the school;
- c. an expedited election will be held no later than the October general meeting to elect the two Members-at-Large who are incoming Members;
- d. each Member-at-Large is a voting member of the Executive Board;
- e. each Member-at-Large must chair a committee, event or project and assist other officers with their responsibilities.

ARTICLE V - ELECTION OF OFFICERS AND MEMBERS-AT-LARGE

Section 1: GENERAL INFORMATION ABOUT ELECTIONS

- 1. All elections shall be conducted in a free, fair and inclusive manner, providing an opportunity for the full participation of all Members.
- 2. Officers and up to four of the Members-at-Large shall be elected at the annual June general meeting, to be held no later than the last day of school each June.
- 3. The Executive Board shall use reasonable efforts to schedule the annual June election at a time that provides for maximum participation of the Members.
- 4. By April 1st, the Executive Board must notify the Principal of the date and time of the annual June election. Pursuant to A-660, if the Principal is not notified by April 1, she/he must request the election date and time from the President. If the President fails to respond within ten (10) calendar days, the Principal must notify all parents at the next general membership meeting. If the PTA fails to set an election date and time by May 1, the Principal must notify the appropriate superintendent.

Section 2: NOMINATING COMMITTEE

- 1. A nominating committee shall be established during the March general meeting.
- 2. The nominating committee shall consist of three (3) to five (5) members, the majority of whom shall come from the general membership. The President (or Co-Presidents, if applicable) shall select the remaining members, subject to the approval of the Members.
- 3. School employees are not eligible to serve on the nominating committee.
- 4. Members of the nominating committee are not eligible to run for an Officer or Member-at-Large position during the election for which they are serving on the nominating committee.
- 5. The nominating committee shall choose one of its members to serve as chairperson.
- 6. The nominating committee shall conduct the election process, and its duties shall include the following:
 - a. canvassing the membership from March through May for all eligible candidates in ways that maximize Member participation;

- b. preparing a nomination/election notice that includes the following information: a list of all Executive Board positions to be filled; a list of the responsibilities for each position; a statement that the only qualification for all positions is that the candidate be a parent of a child in the school; the mechanism by which parents can be candidates for office and the date nominations close; term limits; the date that the notice was distributed and the distribution means;
- c. preparing and distributing all notices pertaining to the nominations and election process at least ten calendar days in advance of any meeting(s);
- d. soliciting and accepting written nominations (either hard copy or electronic) from individuals who nominate themselves or others, before the close of the nominations at the May general meeting;
- e. reporting the names of the previously nominated candidates at the May general meeting;
- f. accepting nominations from the floor from individuals who nominate themselves or others at the May general meeting;
- g. closing the nominations at the May general meeting;
- h. determining and verifying the eligibility of all nominated candidates in consultation with the Principal or her/his designee, prior to the election;
- i. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election within ten days following the May general meeting;
- j. ensuring, in consultation with the Principal or her/his designee, that only eligible Members receive a ballot for voting;
- k. conducting and completing the election at the June general meeting;
- l. ensuring that the election is certified by the Principal or her/his designee immediately following the election, pursuant to Section 6 of this Article;
- m. maintaining on school premises the ballots from any contested election for a period of one year or until a determination of any grievance filed, whichever is longer.

Section 3: ELECTION NOTICES

- 1. The President or Co-Presidents must create a written notice for the election meeting.
- 2. The election meeting notice must include: the date, time and location of the meeting; meeting format (in person or on a virtually remote platform); 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; the mechanism by which parents can be candidates for office and the date nominations close; if the nominations are closed, a list of all nominated candidates in alphabetical order by surname, under the office for which they were nominated; term limits; the date that the notice was distributed and the distribution means; and, for expedited election notices, a statement that nominations will be taken from the floor at the election meeting.
- 3. The election meeting notice must be in English and other languages spoken by non-English speaking Members, in consultation with the Principal.

4. The election meeting notice must be distributed to Members by means calculated to reach all Members at least ten calendar days prior to the election meeting and must be displayed at the school.

Section 4: CAMPAIGNING

1. All candidates must be given an equal opportunity to participate in all mechanisms for addressing the Members.
2. Candidates may address the Members after the nominations have been closed, but before the election meeting, by providing a statement for the PTA Executive Board to distribute to the Members.
3. At the election meeting, each candidate must be provided with an opportunity to address the Members prior to voting. If a candidate is not present, another Member may read the candidate's statement.
4. No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter or the PTA.
5. Candidates who directly or indirectly violate the provision in Section 4.4 will be subject to disqualification and may be deemed ineligible for office for that election year.

Section 5: ELECTION PROCESS

1. A candidate need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.
2. Contested elections and use of ballot:
 - a. written or electronic ballots shall be used in all contested elections;
 - b. only Members who are present at the election meeting may vote;
 - c. names of candidates shall appear on the ballot in alphabetical order by surname under the title of the position(s) for which they were nominated. Candidates running for co-officer positions must be listed together and voted for as a team;
 - d. ballots shall be printed with voting instructions in English and other languages spoken by non-English speaking Members, in consultation with the Principal;
 - e. ballots shall be distributed once voter eligibility has been established;
 - f. ballots shall be counted immediately following the conclusion of voting and in the presence of the Members;
 - g. ballots must remain in the meeting room until the election meeting has been adjourned;
 - h. the PTA must retain the ballots (or printed record of electronic ballots) on school premises for one year or until the determination of any grievance filed concerning the election, whichever is later;
 - i. when two or more candidates are tied for the highest number of votes, a run-off election must be conducted among those candidates only. The run-off election should be held at the same meeting.

3. Uncontested elections:
 - a. if there is only one candidate for a position, Members may vote to accept the candidate by motion.
 - b. the result of the motion must be recorded in the minutes.

Section 6: CERTIFICATION OF THE ELECTION

1. The election results shall be announced by the nominating committee at the election and then the current Board must send out a notice to Members listing the new Executive Board.
2. Election results must be recorded on the PTA Election Certification Form available at <http://schools.nyc.gov> and signed by the Principal or her/his designee before the election meeting is adjourned. By signing, the Principal or her/his designee certifies that the nomination and election process was conducted in accordance with A-660 and these By-Laws.
3. The officers and Members-at-Large must provide their contact information, including an email address, which will be shared with the appropriate President's Council, on the Certification Form.
4. The PTA must retain the signed Election Certification Form and a copy must be filed in the Principal's office and with the appropriate superintendent.

Section 7: VACANCIES

1. An officer or Member-at-Large who wishes to resign her/his position once an election has been certified must do so in writing to the Recording Secretary or Co-Recording Secretaries.
2. When an officer vacancy is created by resignation or removal, the PTA shall notify the Principal and Members in writing within 5 calendar days of the effective date of the vacancy and specify whether the vacancy will be filled by succession or expedited election.
3. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.
4. A vacancy shall be filled by succession of the next highest ranking officer. The ranking of officers shall be as follows: President or Co-Presidents, First Vice President of Events and Projects or Co-First Vice Presidents of Events and Projects, Second Vice President of Events and Projects or Co-Second Vice Presidents of Events and Projects, Recording Secretary or Co-Recording Secretaries, and Treasurer or Co-Treasurers.
5. PTA officers may choose to retain their positions and not fill, by succession, a vacant office. If an officer chooses not to fill a vacant office, then the vacancy shall be filled by the next highest ranking officer after that officer.

6. Any mandatory officer vacancies that cannot be filled by succession must be filled by expedited election.
 - a. if a mandatory officer position is vacant before the start of the school year, the remaining Executive Board members must conduct an expedited election by October 15.
 - b. if all three mandatory officer positions are vacant before the start of the school year, the Principal must follow the process for re-establishing the PTA pursuant to A-660.
 - c. if a mandatory officer position becomes vacant after the start of the school year, an expedited election must be held by the next general meeting that allows for ten (10) days' notice of the meeting.
7. Any non-mandatory officer vacancies that cannot be filled by succession may be filled by expedited election by the next general meeting that allows for ten (10) days' notice of the meeting.

Section 8: EXPEDITED ELECTIONS

1. Expedited elections must be held to fill mandatory officer vacancies that cannot be filled through succession, to elect the two (2) Members-at-Large who are incoming Members, to fill SLT parent member vacancies, and to re-establish a PTA that has ceased to function. An expedited election may be held to fill non-mandatory officer vacancies that cannot be filled through succession.
2. Expedited elections must be conducted pursuant to Article V, Sections 3 through 6, with the following exceptions:
 - a. the election meeting notice must include a statement that all the nominations will be taken from the floor at the election meeting (so a Nominating Committee is not required) and an election will directly follow;
 - b. a Member who is not seeking office shall chair the election meeting.

ARTICLE VI -EXECUTIVE BOARD

The Executive Board is made up the elected Officers and the Members-at-Large.

Section 1: CONTACT INFORMATION

1. Executive Board members must provide their personal contact information in an Election Certification Form for the School and the New York City Department of Education ("NYCDOE") upon being elected.
2. At the beginning of each school year, the PTA must post a list of the following: (a) Executive Board members' names and their positions; (b) a phone number to call the PTA at School; (c) the PTA e-mail address; and (d) individual email addresses for at least each of the Mandatory Officers (e-mails shall be routinely monitored). After the beginning of the school year, per A-660, the list must be posted on the School website, be

available in the Principal's office and at every PTA meeting, and otherwise be made available upon request.

3. Any PTA e-mail account, listserv, website, social media accounts, and any other mode of communication linked to the PTA must be used exclusively for PTA purposes.

Section 2: EXECUTIVE BOARD MEETINGS

1. Regularly-scheduled Executive Board meetings ("Exec Board Meetings"; each- an "Exec Board Meeting") shall be held on the second (2nd) Wednesday of each month from September through June each school year (unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, or as otherwise established by the Executive Board), starting between 8:30 am and 9:30 am or 6 pm and 7 pm. Each Exec Board Meeting shall only be held either in-person at the School *or* remotely using a virtual remote platform (e.g. Zoom) as designated by the Executive Board, but not in a "hybrid" fashion (both in-person and virtual remote platform during the same meeting) or at any other location.
2. In the event any Exec Board Meeting is rescheduled, the Executive Board shall give the Members written notice at least ten (10) calendar days before the rescheduled meeting.
3. The President (or Co-Presidents, if applicable) chair Exec Board Meetings. If the President (or Co-Presidents, if applicable) is absent, a First Vice President of Events and Projects will chair the meeting.
4. Each attendee must sign an attendance sheet.
5. One (1) more than half of the members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.
6. Each member of the Executive Board is entitled to one (1) vote.
7. The President (or Co-Presidents, if applicable) must provide a written agenda for each Exec Board Meeting.
8. Exec Board Meetings are open to all Members. Individuals who are not Members may only attend an Executive Board meeting with the approval of the Executive Board.
9. The Secretary (or one of the Co- Secretaries, if applicable) must take minutes of the meeting and produce the official type-written meeting minutes by the next regularly-schedule Exec Board Meeting for reading and approval.
10. The Treasurer (or Co-Treasurers, if applicable) must provide a written Treasurer's report at every Exec Board Meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing bank account balances for the applicable reporting period.

Section 3: MAINTAINING AND TRANSFERRING PTA RECORDS

1. All PTA records, whether in paper or electronic form, must be maintained on School premises or otherwise accessible using Login Credentials including without limitation these By-Laws and related amendments, meeting notices, agendas, meeting minutes, records of Executive Board member elections, financial records, databases and Member contact information (the “PTA Records”).
2. PTA Records must be maintained for at least six (6) years.
3. PTA Records that are being used in a legal action must be retained for the entire period of the legal action.
4. At the end of their term, outgoing Executive Board members must ensure that all PTA Records and Login Credentials (as applicable) are transferred to the newly-elected Executive Board members.
5. Outgoing Executive Board members may not retain copies of PTA Records that contain Members’ contact information or Login Credentials that can be used to access the PTA’s accounts.
6. All Login Credentials related to financial accounts must be changed each year after the transition of outgoing Executive Board Members. The President (or Co-Presidents, if applicable) must maintain or caused to be maintained a list of Login Credentials and the Members who have them.
7. Prior to the conclusion of each President’s (or Co-Presidents’, if applicable) term, she/he must arrange to provide the newly-elected President (or Co-Presidents, if applicable) complete Login Credentials for all of the PTA’s accounts.
8. Prior to the conclusion of each Secretary’s (or Co-Recording Secretaries’, if applicable) term, she/he must arrange to provide or provide access to the newly-elected Secretary (or Co-Recording Secretaries, if applicable) these By-Laws, meeting notices, agendas, and minutes from both General Meetings and Exec Board Meetings.
9. Prior to the conclusion of each Treasurer’s (or Co-Treasurers’ term, if applicable) term, she/he must arrange to provide the newly-elected Treasurer or Co-Treasurers all the PTA’s financial records, the PTA’s EIN and all necessary Login Credentials to access bank and other financial accounts, as well as information on the method of accounting and financial record-keeping used by the PTA.
10. Executive Board members who resign from their positions must provide all PTA Records over which they have control to the Secretary (or Co-Recording Secretaries, if applicable). If the Treasurer (or Co-Treasurers, if applicable) resigns, she/he must provide such PTA Records over which they have control to the other Co-Treasurer, if applicable, and if not applicable, the President (or Co-Presidents, if applicable). If the Secretary (or Co-Recording Secretaries, if applicable) resign, she/he must provide PTA Records over which they have control to the President (or Co-Presidents, if applicable).

Section 4: CORRECTIVE AND DISCIPLINARY ACTION

1. Any complaints or allegations of criminal wrongdoing, including financial crimes, must be reported to the New York City Police Department, the Special Commissioner of Investigation for the New York City School District (“SCI”) and FACE.
2. Allegations of misconduct that do not involve the penal law must be reported to SCI and FACE.
3. An Executive Board Member who has a conflict of interest as defined in Article III, Sections 1.4, 1.5, is subject to removal from office if she/he fails to obtain a waiver from the NYCDOE Ethics Officer.
4. If an Executive Board member fails to attend two consecutive Executive Board meetings without notifying the President or Co-Presidents in advance, or if an Executive Board member otherwise fails to satisfactorily perform her/his duties as outlined in Article IV, Sections 4 and 5 of these By-Laws, A-660, or as stated by the Executive Board, the President or Co-Presidents must inform the Executive Board member of the problem and explain that if she/he does not correct the problem, she/he may be subject to removal or other disciplinary action.
5. If an Executive Board member then fails to attend a third consecutive Executive Board meetings, or continues to fail to satisfactorily perform her/his duties as outlined in Article IV, Sections 4 and 5 of these By-Laws, A-660, or as stated by the Executive Board, the Executive Board or the Members may vote to remove the Executive Board member by the following procedure:
 - a. the Executive Board or the Members must provide written notice to the Executive Board member that she/he missed three consecutive Executive Board meetings or has otherwise failed to satisfactorily perform her/his duties and is being considered for removal;
 - b. the Executive Board member shall have three business days to submit an explanation in writing for the Executive Board and/or Members to consider and may also request that a review committee be appointed to investigate;
 - c. if the Executive Board member does not request that a review committee be appointed, then, at the next regularly scheduled Executive Board meeting, the Executive Board may remove the Executive Board member by a majority vote, or at the next regularly scheduled general meeting, a Member may make a motion to remove the Executive Board member, followed by a majority vote of the Members; and
 - d. the vote and its result must be recorded in the minutes.
 - e. if the Executive Board member requests that a review committee be appointed, then the following procedure must be followed:
 - i. at the next regularly scheduled general meeting or at a special membership meeting, the President or Co-Presidents must form a review committee within five business days of the meeting, comprised of three to five Members, the majority of which are general Members. The accused Executive Board member may not serve on the review committee;

- ii. the review committee must obtain and examine all relevant documents, interview all pertinent witnesses, and consider the totality of the circumstances in order to thoroughly investigate the accusation and determine their recommendation;
- iii. the accused Executive Board member may present relevant facts, documents and/or witnesses to the review committee;
- iv. within thirty days of forming the review committee, or by the next regularly scheduled general meeting, whichever comes first, the review committee must present its findings and recommendations and a vote must be held. The notice and agenda for the meeting must state that Members will vote regarding disciplinary action;
- v. The Members shall then vote to remove, absolve or otherwise discipline the Executive Board member;
- vi. The vote and its result must be recorded in the minutes.

ARTICLE VII -GENERAL PTA MEMBERSHIP MEETINGS

Section 1: SCHEDULING, LOCATION AND ATTENDEES

1. Regularly-scheduled general (as opposed to Executive Board) meetings of the Members (“General Meetings”; each- a “General Meeting”) shall be held on the third (3rd) Wednesday of each month from September through June each school year (unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, or as otherwise established by the Executive Board), starting between 8:30 am and 9:30 am or 6 pm and 7 pm. Each General Meeting shall only be held either in-person at the School *or* remotely using a virtual remote platform (e.g. Zoom) as designated by the Executive Board, but not in a “hybrid” fashion (both in-person and virtual remote platform during the same meeting) or at any other location. At the direction of the Executive Board, General Meetings utilizing a virtual remote platform shall be recorded.
2. The Executive Board may reschedule General Meetings in the event a scheduled General Meeting conflicts with another School event, or to increase attendance.
3. The Executive Board is responsible for ensuring that written notice of each General Meeting is posted at the School and sent to all Members by means reasonably calculated to reach all Members, at least ten (10) calendar days prior to the scheduled General Meeting.
4. The President (or Co-Presidents, if applicable) shall chair General Meetings. If the President (or Co-Presidents, if applicable) are absent, a First Vice President of Events and Projects will chair the meeting.
5. All Members may attend and participate during General Meetings and may speak about agenda items, subject to restrictions in these By-Laws and general principals of decorum.
6. General Meetings are also open to the general public.

7. Each General Meeting attendee must sign an attendance sheet.

Section 2: QUORUM AND VOTING

1. A quorum shall consist of two (2) Executive Board members and six (6) additional Members of the PTA.
2. A quorum shall be required in order to vote on any business and authorize the expenditure of funds. In the absence of a quorum, a General Meeting may still take place and Members may have non-binding discussions.
3. Each Member is entitled to one (1) vote.
4. Unless otherwise specified, a vote in favor of any motion requires the support of a majority of the Members present.

Section 3: AGENDA AND ORDER OF BUSINESS

1. The President (or Co-Presidents, if applicable) must provide a written agenda for every meeting.
2. The order of business at General Meetings, unless changed by the Executive Board, shall be:
 - a. Call to Order;
 - b. Reading and Approval of Minutes;
 - c. Principal's Report;
 - d. President's Report;
 - e. School Leadership Team Report;
 - f. Treasurer's Report;
 - g. Events and Projects Update;
 - h. Announcements;
 - i. Adjournment
3. The Treasurer (or Co-Treasurers, if applicable) must provide a written Treasurer's report at every General Meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing bank balances for the applicable reporting period.

Section 4: MINUTES

1. The Secretary or Co-Recording Secretary must take minutes of the General Meetings and produce type-written meeting minutes by the next regularly-schedule General Meeting for reading and approval.
2. The minutes must be made available to any Member upon such Member's request.

Section 5: SPECIAL MEMBERSHIP MEETINGS

1. A special meeting for the general membership or for the Executive Board may be called to address any important matters that cannot wait to be addressed until the next regularly scheduled meeting.
2. The President (or Co-Presidents, if applicable) may call a special membership or Executive Board meeting with a minimum of 48 hours Written Notice to Members, stating the topic of the meeting.
3. In addition, upon receipt of a written request from ten Members clearly stating the need for a special membership meeting, the President or Co-Presidents must call a special membership meeting within five working days of the request and with 48 hours written notice to Members stating the topic of the meeting.

Section 6: PARLIAMENTARY AUTHORITY

1. Unless otherwise specified in A-660 or these By-Laws, all meetings shall proceed in accordance with generally-accepted practices for the meetings of similarly-situated not-for-profit corporation, which may take into account *Robert's Rules of Order Newly Revised*.

ARTICLE VIII - COMMITTEES

Section 1: STANDING COMMITTEES

The standing committees of the PTA are the following:

1. Budget: The Budget Committee shall consist of at least three (3) Members and must review the current budget in order to draft a proposed budget. See Article IX, Section 2;
2. Audit: The Audit Committee must conduct an internal audit of all PTA financial affairs. See Article IX, Section 9.

Section 2: AD HOC COMMITTEES

1. The Executive Board may vote to approve the establishment of ad-hoc committees.
2. An ad-hoc committee is created to accomplish a specific task or address a specific issue and will cease to function once the task or issue has been completed or resolved.
3. The creation and dissolution of an ad-hoc committee must be recorded in the meeting minutes.

Section 3: MEETINGS

1. Committee meetings may be held at locations convenient to Members (including using virtually remote platforms), but may not be held in private homes.

ARTICLE IX - FINANCIAL AFFAIRS

Section 1: FISCAL YEAR

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

Section 2: BUDGET AND BUDGET COMMITTEE

1. The Executive Board shall be responsible for the development and review of the budget process.
2. 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.
3. To prepare a proposed budget, the Executive Board shall form a Budget Committee by the conclusion of the March general meeting, consisting of at least three (3) Members, including the Treasurer or at least one of the Co-Treasurers, who shall chair the Budget Committee. The Budget Committee shall:
 - a. review the current year's budget and use it to make recommendations to the Executive Board for the upcoming year's budget;
 - b. draft a proposed budget for the upcoming year to be presented to the Executive Board at the May Executive Board meeting; and
 - c. present the proposed budget and the budget process to the Members at the May general meeting in preparation for the Members to vote to approve the proposed budget at the June general meeting.
4. After the proposed budget is finalized, the Executive Board must present it to the Members for a vote to approve it at the June general meeting.
5. A copy of the budget shall be submitted to the principal upon approval by the Members.
6. The incoming Executive Board may review the approved budget in September for presentation and discussion during the September general meeting. Budget amendments may be proposed at the September general meeting.
7. Any expenditures not included in the budget at the time of its adoption must be approved by a vote of the Members.
8. An event or project chair or lead must manage the budget for that event or project, including communicating the budget for the event or project to the participating Members, and directing them to seek approval from the event or project chair before spending money, if the expense exceeds their budget. If the event or project chair or lead knows, or has reason to believe, that the expenditures related to the event or project may exceed the allocated budget, the event or project chair must present a request to increase the budget at the next general meeting for approval by vote of the Members.
9. The budget may be amended by vote of the Members at any general meeting.

Section 3: FUNDRAISING

1. Fundraising must be tied to the PTA's goals and the proceeds must be used to supplement the educational, social and cultural programs of the school, district or borough. On a case-by-case basis, the Chancellor may permit the PTA to raise funds for humanitarian causes.
2. All fundraising activities for the coming year must be approved by a vote of the Members no later than the June general meeting. The Executive Board must present to the Members a list of the proposed fundraising activities for the school year for a vote to approve. Membership approval must be reflected in the meeting minutes.
3. Funds raised for a particular purpose must be allocated solely for the designated purpose. Any funds remaining after full allocation to such designated purpose shall be applied to such other purposes as the Members may approve by a vote.
4. All fundraising must comply with A-660s, the Chancellor's Regulations on Flea Markets (A-650), Fundraising Activities and Collection of Money from Students (A-610) and Sale of Nutritious and Non-Nutritious Foods (A-812), when applicable.
5. Prohibited fundraising includes: the sale of movie or theater tickets for children's attendance; door-to-door solicitation by children unaccompanied by a parent; gambling, including bingo; and the sale of raffle tickets to or by children.
6. The sale of raffle tickets to or by adults must be done in compliance with the Chancellor's Regulations, as well as the New York State General Municipal Law and the applicable regulations of the New York State Racing and Wagering Board.
7. The PTA may not hire or donate funds to hire core teachers to teach during school hours, although the PTA may donate funds to hire supplemental staff during school hours and core teachers for after-school hours.
8. PTA fundraising activities involving students during instructional hours are restricted to two per year. There are no restrictions on fundraising activities involving students during non-instructional hours.
9. The principal's written consent is required for fundraising activities held during instructional hours or on school property.
10. In accordance with Chancellor's Regulation A-610, Members must obtain the principal's written approval before collecting fundraising proceeds from students.

Section 4: BANK ACCOUNTS AND OTHER FINANCIAL ACCOUNTS

1. A checking account (the "Checking Account") must be maintained in the name of the PTA. Notwithstanding the foregoing, other bank accounts as well payment platforms that are connected to the Checking Account (e.g. PayPal- the "Payment Platforms") that shall be approved by a vote of the Executive Board and Membership, provided that: (a) any

such additional accounts or Payment Platforms' Login Credentials are restricted in accordance with these By-Laws and A-660; and (b) restrictions related to collection and disbursement of funds, including without limitation restrictions on reimbursement and approval of payments comply with A-660 and these By-Laws.

2. All PTA funds must be deposited into the Checking Account and that Checking Account must be the beginning and end point used for all transactions.
3. Three (3) Officers must be designated as authorized signatories (the "Authorized Signatories"), one of whom must be the Treasurer (or if applicable, one of the Co-Treasurers). PTA checks must be signed by two (2) Authorized Signatories.
4. Signatories on a check shall not be related by blood or marriage or be members of the same family or household and may not have any direct or indirect interest in the expenditure.
5. No checks may be written payable to "cash" or "petty cash."
6. The PTA shall be permitted to utilize online access to the Checking Account through its bank's online bill payment system for goods and services provided that: (a) a NYCDOE-issued email account assigned to the PTA is utilized to set up Login Credentials to the online bill payment system; and (b) prior to any transaction being made using such system, the Executive Board must provide written authorization for the intended expenditure by issuing a disbursement form that must accompany all online transactions.

Section 5: FINANCIAL TRANSACTIONS: EXPENDITURES

1. At a regularly scheduled general meeting, Members must vote to approve any expenditure of money by the PTA. Members' approval must be reflected in the meeting minutes.
2. Out-of-Pocket Expenditures:
 - a. Members must try to obtain an invoice and have the PTA issue a check for expenditures, rather than paying for it themselves.
 - b. a Member may be reimbursed for out-of-pocket expenditures if she/he submits receipts.
 - c. permissible out-of-pocket expenditures are those directly related to a specific PTA event or activity, and shall be for no more than \$500 per Member per event, without a resolution approving such expenditure.
 - d. Members must vote to approve such expenses and whenever possible, Members' approval should be obtained prior to making an out-of-pocket expenditure.
 - e. reimbursement for out-of-pocket expenditures must be made by check payable to the Member, and not in cash.
3. Emergency Expenditures:
 - a. Members must try to avoid emergency expenditures.

- b. the Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting.
- c. such emergency expenditures shall not exceed \$500 per event.
- d. any such emergency expenditure shall be reported at the next general meeting, where Members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the money.

Section 6: FINANCIAL TRANSACTIONS: PROCEEDS

1. The counting and handling of any cash, checks, or money orders (collectively “money”) requires the participation of at least two non-related Members.
2. Cash shall be counted within the same day it was received and checks and money orders shall be counted within three business days of receipt.
3. All money must be counted in school.
4. The amount of money must be recorded on a Cash Deposit Form, and the Members who counted it must sign the Cash Deposit Form.
5. The Treasurer or Co-Treasurers must collect and record all money after it has been counted.
6. The Treasurer or Co-Treasurer or an Executive Board member shall make every effort to deposit all money received into the PTA bank account within one business day of receipt, but in any event, within three business days (with the caveat that all raffle proceeds must be deposited consistent with these By-Laws, but no later than Wednesday of each week).
7. The deposit slip shall identify the source of all monies deposited and the Treasurer or Co-Treasurer or Executive Board member depositing the money shall initial the deposit slip.
8. If there is a discrepancy between the amount recorded on the deposit slip and what the bank counts, the Executive Board member depositing the funds must inform the President or Co-Presidents and try to determine how the discrepancy occurred.
9. No money shall be kept in a Member’s home or workplace, but shall be secured and locked in the school.
10. No physical donations (for example, gifts donated to be auctioned at the Spring Benefit) shall be kept in a Member’s home or workplace, but shall be secured and locked in the school.
11. The Principal must provide a written acknowledgment that PTA money is secured in the school and the amount of the money.
12. The PTA must provide a receipt to Members who provide cash donations. The PTA may not offer cash reimbursements or refunds after funds have been collected and deposited.

Section 7: FINANCIAL RECORD KEEPING

1. The Treasurer or Co-Treasurers shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these By-Laws and applicable Chancellor's Regulations.
2. Financial records of the PTA include all interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, invoices, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures or any financial transactions.
3. All PTA financial records must be maintained on school premises for a period of 6 years.
4. The PTA's financial records must be available for inspection by Members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed.
5. Reviews of financial records must be conducted in the presence of the Executive Board and two Members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present.

Section 8: FINANCIAL REPORTS

1. A written Treasurer's report must be given at every Executive Board and general member meeting.
2. The Treasurer's report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the PTA checking account for the applicable reporting period. Copies of such Treasurer's reports must be given to the Principal and posted on the parent bulletin board.
3. The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by June 30th. These reports must include all income and expenditures and must be distributed to all Members. Copies of these reports shall be provided to the Principal.
4. The event or project chair or lead, with the assistance of the Treasurer or Co-Treasurers, shall prepare a Fundraising Activity Report ("Report") following the completion of and closing of the accounting on each fundraising activity. The Report must include the total amount of funds raised, the related expenses and which program goals the funds will be used to support. The Report must be distributed to the Members at the next general meeting. The Report must be submitted to the Principal within five calendar days after closing the books on the fundraising activity.

Section 9: AUDITS

1. An audit is a review of financial records conducted to reconcile revenue and expenditures and to determine compliance with applicable laws, policies, rules and regulations.
2. An audit must be conducted once a year, preferably before submitting the PTA Annual Financial Accounting Report, which is due by June 30.
3. An Audit Committee must be formed, consisting of three to five Members, to conduct the audit. Members must select the committee members and the President or Co-Presidents may request volunteers. Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general Members.
4. The Audit Committee shall conduct an audit of all of the PTA's financial records, with the help of the Treasurer or Co-Treasurers, who shall make all records available to the committee by the April general meeting. The Audit Committee may also verify PTA equipment and ensure compliance with By-Laws provisions for the expenditure of funds.
5. The Audit Committee may recommend that an outside audit of the PTA's financial records be conducted.
6. The Audit Committee shall prepare a written report with its findings and present the report to the Members at the next general meeting. The findings must be recorded in the minutes.
7. The Executive Board must act on the recommendations from the Audit Committee report.
8. If the audit reveals financial discrepancies or wrongdoing, the Audit Committee must submit a written statement to FACE, the Members, the Principal and the Presidents' Council.
9. The PTA may hire a CPA or other professional with expertise in accounting, business or a related field to conduct the audit. The CPA or other professional must not be a Member, a relative of a Member or have any direct or indirect interest in the funds.

ARTICLE X - SCHOOL LEADERSHIP TEAM

Section 1: MEMBERSHIP

1. The President or one of the Co-Presidents of the PTA shall automatically serve as a core member of the SLT.
2. All other parent member representatives of the SLT shall be elected by the Members.

Section 2: SLT NOMINATIONS AND ELECTIONS

1. SLT parent member representative elections will be held in accordance with term limits as set forth in the SLT by-laws.

2. Notice of SLT vacancies and election information will appear in the May general meeting notice.
3. Nominations for SLT parent members will be taken at the May meeting.
4. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another Member.
5. Notice of the election of SLT parent members will be included in the notice for the election meeting for the PTA officers.
6. The election of SLT parent members shall take place following the election of the PTA officers at the June general meeting.
7. An SLT parent member vacancy shall be filled by an expedited election held at a general meeting, according to Article V, Section 8.

ARTICLE XI - DISSOLUTION

1. Upon the dissolution of the PTA, assets shall be distributed in accordance with the PTA's Certificate of Incorporation, which requires distribution to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
2. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in New York County, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII - BY-LAWS

Section 1: COMPLIANCE WITH CHANCELLOR'S REGULATION

1. The By-Laws shall comply with A-660.
2. In the event that the By-Laws contain any provision that conflicts with A-660, the conflicting provision shall be deemed null and void, and the language of A-660 shall be deemed controlling.
3. All remaining provisions of the By-Laws that are not in conflict with A-660 shall remain in full force and effect.
4. Any conflicting provision of these By-Laws may be amended by a motion made by a Member at any general meeting, without the notice required by Article XII, Section 1.

The amendment must be voted on at the same general meeting and requires approval by two-thirds of the Members present.

Section 2: RECORD-KEEPING AND AVAILABILITY

1. The original, signed PTA By-Laws must be kept on school premises.
2. The Principal must keep a copy of the current PTA By-Laws in her/his office.
3. The Executive Board must have a copy of the current By-Laws at every meeting and must make them available to Members upon request.

Section 3: REVIEW AND AMENDMENTS

1. The By-Laws must be reviewed, and if necessary, amended, every three years and whenever A-660 is amended.
2. After review, the By-Laws must be presented in writing to the Members at a general meeting and then at the next general meeting, the Members must vote to readopt the By-Laws, even if there are no amendments. The meeting notice must state that there will be a vote to readopt or amend the By-laws.
3. The By-Laws may be amended at any PTA general meeting by a two-thirds vote of the Members present provided that the proposed amendment has been presented in writing to the Members at the previous general meeting and the meeting notice states that there will be a vote to amend the By-Laws.
4. Amendments are effective immediately, unless otherwise specified.
5. The title page of the By-Laws must show the date that the Members voted to approve the By-Laws and must include the signatures of the President or Co-Presidents and Secretary or Co-Secretaries at the time of the vote.

APPENDIX A

Examples of Potential Events and Projects

1. Direct Appeal
2. Annual Benefit and Auction;
3. Winter Carnival;
4. Book Fairs;
5. Bake Sales;
6. Merchandise;
7. Movie Nights;
8. Class Picture Days/Photography;
9. Popcorn Days;
10. Gift Cards;
11. Parents' Nights Out;
12. School Calendar;
13. Community Shopping;
14. Videography;
15. Read-a-thon;
16. Teacher Appreciation Day;
17. Fundraising catalog;
18. New Families Event;
19. Grants.