

Elección para la 選舉
Asociación de Padres
TOAOC Eleksyon
PADRES
DES PARENTS PA/PTA
انتخابات تصويت
والدين اليكشن الآباء
Выборы в PA/PTA
PARANT
선거 投票
PA/PTA BYLAWS

Bylaws of P.S. 257 P.T.A

Approved by the Membership on Oct. 7, 2021

PA/PTA BYLAWS

such as paraprofessionals, school aides, school secretaries, and food service workers) currently employed at the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. Members may be requested to make a voluntary donation of \$ 5.00.

C. Voting Privileges

1. Every parent of a student currently enrolled at P.S. 257 shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CR A-660).²
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. *(If the Association is a Parent-Teacher Association, include the following)* Each teacher and (Insert other categories of staff granted membership rights, such as para-professionals, school aides, school secretaries and food service workers) staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be; president, recording secretary and treasurer. The Association must elect the mandatory officers (president, recording secretary and treasurer) in order to be a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of child attending P.S. 257. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-Mandatory Officers of the Association may consist of but are not limited to following: Vice President, Corresponding Secretary, Parliamentarian and Sargent at Arms.

B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.

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

PA/PTA BYLAWS

- h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association⁵; and,
- i. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

3. **Treasurer:** The duties of the treasurer shall include but are not limited to the following:
- a. responsible for all financial affairs and funds of the Association;
 - b. maintain an updated record of all income and expenditures on school premises;
 - c. is one of the signatories on checks;
 - d. adhere to and implement all financial procedures established by the Association;
 - e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - f. prepare the Association's interim and annual financial reports;
 - g. make available all books and financial records for viewing by members upon request and for audit;
 - h. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

4. **Non Mandatory Officers**⁶: The duties of the P.T.A Secretary shall include but are not limited to the following:
- a. assist the P.T.A officers and shall assume the NECESSARY duties in their absence or upon request;
 - b. may be one of the signatories on all checks;
 - c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

D. Election of Officers

- 1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.

⁵ Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.

⁶ Non-mandatory officers may include but are not limited to; Vice – President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert's Rules of Order Newly Revised.

PA/PTA BYLAWS

appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

5. Contested Elections and the Use of Ballots⁸

- a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in all languages spoken by parents in the school.
- b. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- c. Ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

6. Uncontested Elections

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

7. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

- a. When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher ranking office.
- c. The ranking of officers for succession purposes shall be:
 - i. [list the order of succession]
 - ii. [list the order of succession]
 - iii. [list the order of succession]

⁸ Contested elections consists of two or more candidates for any office; voting must be by ballot.

PA/PTA BYLAWS

- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here [insert all executive board officers here]. Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly, September through June, on the 1st Thursday of every month at 8:30 - 9:30, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Thursday.

C. Voting

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

D. Quorum

5 members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E. Education Council Selectors

The three mandatory officers of the Association shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. In the case of co-officers, the executive board must determine which co-officer will be the designated selector.¹⁰

F. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school

¹⁰ Chancellor's Regulation A-660 (Article I, Section G, 5)

PA/PTA BYLAWS

C. Quorum

A quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Association business.¹¹

D. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any Association meeting must be made available to any member upon request.

E. Special Membership Meetings

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

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

F. Parliamentary Authority

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

Article VII – Committees

A. Standing Committees

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:
 - a. encourage parent participation through recruitment and outreach;
 - b. plan various activities and events for member participation;
 - c. coordinate outreach efforts with the Parent Coordinator when possible;
 - d. maintain current list of the Association's membership.

¹¹ In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

PA/PTA BYLAWS

- d. The executive board must present the budget process for membership approval no later than the October meeting.
- e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
- f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- g. All funds should be deposited into the bank account by an authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
- h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

2. Budget Amendment

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

3. Expenditures

All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

4. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed \$ 300 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes:

Family Needs, etc.. These expenditures shall be reported to the general membership at the next Association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

D. Audit

1. Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on

PA/PTA BYLAWS

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws, as set forth above, have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on October 7, 2021.

Signed By:

Carmen Torres

President

Pamela Feliz

Recording Secretary

10/7/2021

Date:

Print Name

Carmen Torres

President

Pamela Feliz

Recording Secretary

10/7/2021

Date:

Odalys Canabarro 10/7/2021

Date filed with Principal

(Month) (Day) (Year)