

BYLAWS

of

Spruce Street School, PS 397,
Parent-Teacher Association, Inc.

ARTICLE I: NAME

The name of the association shall be Spruce Street School, PS 397, Parent-Teacher Association, Inc. (the "PTA").

ARTICLE II: OBJECTIVES

1. To provide support and resources to **PS397 - Spruce Street School** for the benefit and educational growth of the children.
2. To promote and help develop a cooperative working relationship between the parents and staff of our school.
3. To develop parent leadership and build capacity for greater involvement.
4. To foster and encourage parent participation on all levels.
5. To provide opportunities and training for parents to participate in school governance and decision-making.
6. **To foster and strengthen the rich and diverse community around PS 397 - Spruce Street School.**

ARTICLE III: MEMBERSHIP

Section 1. ELIGIBILITY

Membership in the PTA shall be limited to parents (by birth or adoption, step parent or foster parent), legally appointed guardians, and persons in parental relation to students currently attending Spruce Street School, PS 397 **in all its grades and programs, including preschool**. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians or persons in parental relation to students currently attending Spruce Street School, PS 397, as well as teachers, are automatically members of the PTA; no membership form is necessary. In the beginning of each school year, a welcome letter from the PTA shall inform parents of their automatic membership status and voting rights.

The membership shall be open to all teachers **and staff** currently employed at Spruce Street School, PS 397.

Section 2. DONATIONS

Donations are not a requirement for membership, voting or running for office. Each member shall be requested to make a voluntary donation.

Section 3. VOTING PRIVILEGES

Each parent, as defined above, of a child/children currently enrolled at Spruce Street School, PS 397 shall be entitled to one vote. **All voting must be done in person, or using an electronic polling feature. Voting by proxy, absentee ballots, or email are not permitted.** Each teacher or staff member currently employed at Spruce Street School, PS 397 shall be entitled to one vote.

Section 4. NOTICES

Any notices required to be given to the membership shall be distributed at least ten (10) calendar days in advance. **Written notices shall be sent by means calculated to reach all parents, to the best judgment of the PTA Executive Board, and may include email, backpack, postal mail, and/or any third party mobile application used by the school.** Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers **and e-mail** are deemed sent as of the date they are first distributed, and written notices sent via US mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, "calendar days" is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

Section 5. CONFLICTS OF INTEREST

PTA members and officers should be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as PTA members or officers. PTA officers are bound by the **New York City Department of Education** Chancellor's Regulations regarding conflicts of interest.

PTA members who have any direct or indirect interest in any business transaction, any financial interest, any business dealing with the school, the community school district, the Panel for Educational Policy ("PEP"), a Community Education Council ("CEC"), Citywide Council on Special Education ("CCSE"), Citywide Council on High Schools ("CCHS"), Citywide Council on English Language Learners ("CCELL") or the DOE, including a contract, must refrain from participation in any decision relating to that matter.

Such interest, whether direct or indirect, must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made.

PTA members who are also PEP, CEC, CCSE, CCHS or CCELL members and have participated in any way in a vote at the school about an issue that has been escalated to the PEP, CEC, CCSE, CCHS or CCELL are deemed to have a conflict of interest and may not participate in the related PEP or council Discussions.

PTA decisions must be made by vote of only those members of the PTA who do not have a conflict of interest. In matters where a member or members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

ARTICLE IV: OFFICERS

Section 1. TITLES

The mandatory core officers of the PTA shall be: President (or Co-Presidents), Recording Secretary (or Co-Recording Secretaries), Treasurer (or Co-Treasurers).

The PTA must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning PTA.

Additional officers of the PTA shall be: First Vice-President (or Co-First Vice-Presidents), Second Vice-President (or Co-Second Vice-Presidents), Vice President of Fundraising (or Co-Vice-Presidents of Fundraising), Vice President of Communication (or Co-Vice Presidents of Communication), Vice President of Community Outreach (or Co-Vice Presidents of Community Outreach), Assistant Treasurer (or Co-Assistant Treasurers), Assistant Recording Secretary (or Co-Assistant Recording Secretary) and Vice President of Middle School (or Co-Vice Presidents of Middle School).

In the event that no eligible parent is interested in running for a sole officer position, the PTA may take nominations for the office to be split among two co-officers. Each co-officer must assume the duties of such officer as outlined below. **Co-officers must run together as a slate in order to serve together.**

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.

Section 2. TERM OF OFFICE AND TERM LIMITS

The term of office shall be from July 1st through June 30th. Officers shall be elected by the last day of school for a one-year term beginning July 1. Eligibility for office is limited to parents (by birth or adoption, step parent or foster parent), legally appointed guardians or persons in parental relation who are not employed at Spruce Street School, PS 397.

Term limits for each officer position for the PTA shall be three consecutive one year terms. A candidate may be elected to serve in a fourth term provided no other interested candidate is nominated and willing to serve.

Section 3. DUTIES OF OFFICERS

- 3.1. President (or Co-Presidents): The President (or Co-Presidents) shall preside at all meetings of the PTA and shall be an ex-officio member of all committees, except the nominating committee and the audit committee. The President (or Co-Presidents) shall provide leadership for its members. The President (or Co-Presidents) shall appoint chairpersons of PTA committees, with the approval of the Executive Board. The President (or Co-Presidents) shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The President (or Co-Presidents) can delegate presiding at one specific PTA meeting to one of the First or Second Vice-Presidents. Such delegation shall be made in writing. The President (or designated Co-President, or delegated Vice-President, according to bylaws provisions below) shall attend all regular meetings of the District Presidents' Council and shall be a core member of the School Leadership Team. In the event that the PTA elects Co-Presidents, the remaining Executive Board members in consultation with the PTA General Membership will determine which Co-President will serve as the core member on the School Leadership Team and which Co-President will serve as the school's representative to the District Presidents' Council. The President (or designated Co-President) can temporarily or permanently delegate his seat on the District Presidents' Council to one of the remaining Executive Board members.
- The President (or Co-Presidents) shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the General Membership meetings. The President (or Co-Presidents) shall be one of the signatories on checks. The President or either of the Co-Presidents or his/her designee shall represent the PTA on District committees. The President (or Co-Presidents) shall assist with the June transfer of PTA records to the incoming Executive Board.

- 3.2. First Vice-President (or Co-First Vice-Presidents): The First Vice President (or Co-First Vice-Presidents) shall assist the President or Co-Presidents and shall assume the President's (or Co-Presidents') duties in his/her or their absence or at the President's (or Co-Presidents') request. The First Vice-President (or Co-First Vice-Presidents) **can** be one of the signatories on checks. The First Vice-President (or Co-First Vice Presidents) shall assist with the June transfer of PTA records to the incoming Executive Board.
- 3.3. Second Vice-President (or Co-Second Vice-Presidents): The Second Vice-President (or Co-Second Vice-Presidents) shall assist the President (or Co-Presidents) and shall assume the President's (or Co-Presidents') duties in his/her or their absence **in case the First Vice-President (or Co-First Vice-Presidents) is/are not available to discharge the President's duties. The Second Vice-President (or Co-Second Vice-Presidents) shall serve as the chair or liaison person on one or more of the main fundraising events.**
- 3.4. Vice President of Fundraising or Co-Vice Presidents of Fundraising: The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall serve as an overall resource for all PTA fundraising events and initiatives when inquiries are made regarding ongoing and current fundraisers and shall provide referrals to the chairs of the various PTA events and initiatives. The Vice President of Fundraising (or Co-Vice Presidents of Fundraising), when necessary, shall be responsible for seeking sponsors or donations for all ongoing and current PTA events. **The Vice-President of Fundraising (or Co-Vice Presidents of Fundraising) shall serve as the chair or liaison person on one or more of the main fundraising events. The Vice-President of Fundraising (or Co-Vice Presidents of Fundraising), together with the Treasurer (or Co-Treasurers) shall lead the yearly direct appeal donation campaign.**
- 3.5. Vice President of **Communication** (or Co-Vice Presidents of **Communication**): The Vice President of Communication (or Co-Vice Presidents of Communication) shall be responsible for external promotion for all events, internal promotion for all events, as well as social media outreach to families, including PTA social media accounts, **e-mail messaging and website management.**
- 3.6. Vice President of Community Outreach (or Co-Vice Presidents of Community Outreach): The Vice President of Community Outreach (or Co-Vice Presidents of Community Outreach) shall be responsible for initiating and undertaking new

community-based initiatives as appropriate. He or she shall facilitate the school's community outreach initiatives and volunteering efforts as needed. In conjunction with the President (or Co-Presidents) as appropriate, the Vice President of Community Outreach (or Co-Vice Presidents of Community Outreach) shall serve as a PTA liaison for topics and activities of importance to representative groups within the school, including but not limited to facilitating presentations, workshops, advocating, and finding resources as appropriate.

- 3.7. Recording Secretary (or Co-Recording Secretaries): The Recording Secretary (or Co-Recording Secretaries) shall maintain the official record (attendance, agenda and minutes) of the proceedings and actions of all PTA meetings. The Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The Recording Secretary (or Co-Recording Secretaries) shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PTA's records, including bylaws and related amendments, meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records, on school premises, as well as electronic copies. Records must be kept for six years. Records that are being used in a legal action must be retained for the entire period of the legal action. The Recording Secretary (or Co-Recording Secretaries) shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the Principal's office. The Recording Secretary (or Co-Recording Secretaries) shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The Recording Secretary shall assist with the June transfer of all PTA records to the incoming Executive Board, in the presence of the school Principal
- 3.8. Treasurer (or Co-Treasurers): The Treasurer (or Co-Treasurers) shall be responsible for all financial affairs and funds of the PTA. The Treasurer (or Co-Treasurers) shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer (or Co-Treasurers) shall adhere to and implement all financial procedures established by the PTA. The Treasurer (or Co-Treasurers) shall be prepared to present and provide written copies of financial reports at all PTA meetings. The Treasurer (or Co-Treasurers) shall also prepare and provide the January 31st interim and June annual financial accounting reports. They shall make available all books or financial records for viewing by

members upon request, and for audit. The Treasurer (or Co-Treasurers) shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board. **The Treasurer (or Co-Treasurers) will lead the yearly Direct Appeal donation campaign together with the Vice-President of Fundraising.**

- 3.9. Assistant Treasurer (or Co-Assistant Treasurers): The Assistant Treasurer (or Co-Assistant Treasurers) shall assist the Treasurer or Co-Treasurers in carrying out their duties.
- 3.10. **Assistant Recording Secretary (or Co-Assistant Recording Secretary): The Assistant Recording Secretary (or Co-Assistant Recording Secretaries) shall assist the Recording Secretary (or Co-Recording Secretaries) in carrying out their duties.**
- 3.11. Vice President of Middle School (or Co-Vice Presidents of Middle School): The Vice President of Middle School (or Co-Vice Presidents of Middle School) shall be responsible for representing the needs of middle school students, teachers and families as they pertain to PTA activities **and scope**. The Vice President of Middle School (or Co-Vice Presidents of Middle School) shall spearhead **all** activities and initiatives for Middle School.
- 3.12. Members-At-Large: Two Member-At-Large positions will be filled by incoming parents. A special expedited election will be held no later than the October General Membership Meeting. Each Member-At-Large is a voting member of the Executive Board and may co-chair a committee or event. **All parents who are new to the school are eligible as Members-At-Large.**

Section 4. ELECTION OF OFFICERS

The yearly election of officers of the PTA must be completed by the May general meeting, for a one-year term beginning July 1. Any timelines established by the association to complete the nominations and election process must adhere to this timeframe.

- 4.1. Nominating Committee: A nominating committee shall be established during the February general membership meeting. The committee shall consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President, subject to the approval of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at Spruce Street School, PS 397 shall be

eligible to serve on the nominating committee.

Members of the nominating committee **and their spouses** are not eligible to run for office.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. Any written notices soliciting recommendations must be distributed to the entire membership. The nominating committee will also be responsible for conducting the election process. This includes the following:

- canvassing the membership throughout the months of February-April for all eligible candidates;
- preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election immediately following the April meeting;
- determining and verifying the eligibility of all interested candidates, prior to the election; eligibility shall be determined in consultation with the Principal and/or his/her designee. Parent members are eligible to run for any office, provided that: (i) they have not been prohibited by the Chancellor, the Chancellor's designee, or the Chief Family Engagement Officer; (ii) they are not excluded by a term limit provision present in the bylaws, and (iii) they meet the criteria for membership. Parent members with one child graduating and another child entering the school may only run for a non-mandatory office (**that is, all positions except President, Recording Secretary and Treasurer**) during spring elections **and are not eligible as Members-at-Large**. The Principal must certify to the membership that the candidates being considered are eligible to run for office;
- reporting the names of previously nominated candidates during the April meeting;
- ensuring that an opportunity is provided to all members allowing for nominations (including self-nomination) to be taken from the floor and then officially closed during the April meeting;
- sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- notifying the Principal of the date of the election in writing by April 1st, with the date and time of the election; if the

Principal is not notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections;

- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting. The Principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA prior to the distribution of ballots;
- completing the spring election during the May meeting;
- ensuring that the election is certified by the Principal or his/her designee immediately following the election (Refer to Article IV, Section 6);
- maintaining on file (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.

If a nominating committee is not/can not be formed by the end of February, the Executive Board for the following school year shall be determined based upon a special expedited elections pursuant to Article IV, Section 8 and Chancellor's Regulation A-660 by no later than the second Friday in June.

4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. The notice should include a list of all Executive Board positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and how parents can be nominated for office. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. A notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated.

4.3 Contested Elections and Use of Ballot:

- Written ballot or electronic polling shall be used in all contested elections.

- Names of candidates shall appear on the ballot **or poll** in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates running as Co- **for any position** must be listed as a team.
- Ballots **or polls** shall contain voting instructions in English and **if possible** other languages spoken by parents in the school.
- Ballots shall be distributed (**or polls activated**) once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members. **In the case of electronic polls, results must be announced immediately after closure.**
- Ballots must remain in the meeting room until the election meeting has been adjourned.
- Ballots shall be retained for one year on school premises in the PTA office. **In the case of electronic meetings, a printed record of electronic ballots must be maintained among the records of the association and be made available upon request. The full electronic recording of the meeting and vote must be retained for one year or until the determination of any grievance filed concerning the election, whichever is later.**
- **When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among those candidates only at the same meeting.**

4.4 Candidate Rights in Contested Elections: During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

4.5 Campaigning: 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. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any PTA or PC executive board, school or district leadership team, school or district Title I Parent Advisory Council and CEC, CCSE, CCHS, or CCELL.

4.6 Presence for Vote: A candidate for office 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.

- 4.7 Uncontested Elections: If there is only one candidate for an office, a member must make a motion for the Recording Secretary to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

School Leadership Team Membership: The President (or designated Co-President) of the PTA shall automatically serve as a core member of the School Leadership Team. In the event that the PTA elects Co Presidents, refer to Article IV, Section 3.1 of the PTA's bylaws. All other parent member representatives **to the School Leadership Team** shall be elected by the general membership **of the PTA**.

- School Leadership Team Nominations and Elections: School Leadership Team parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May general membership meeting notice. Nominations for School Leadership Team parent members will be taken at the May General Meeting **after the Executive Board elections are completed**. Nominations may be from the floor or in writing to the President (or Co-Presidents) and will be closed at this meeting, **following the Special Expedited Election process**. Nominees need not be present to submit their names or to be nominated by another member.
- Election: Notice of the Election of School Leadership Team members will be included in the notice of the General Membership meeting. Election of School Leadership Team members shall take place following the election of the PTA's Executive Board at the **same** general membership meeting **in May**.
- Vacancy: A vacancy in the School Leadership Team shall be filled by a Special Expedited Election held at a General Membership meeting.

Section 5. CERTIFICATION OF THE ELECTION

The results of the election shall be announced by the chairperson of the nominating committee or by a member selected **by the chairperson** to conduct the nominations and election process.

The Principal or their designee must certify that the nomination and election process was conducted in accordance with Chancellor's Regulation A-660 and these bylaws. The principal must ensure that the incoming officers of the PTA complete the PTA Election Certification Form. At the time of certification, the Executive Board members may

elect to permit the Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate President's Council.

Section 6. JUNE TRANSFER OF RECORDS

All PTA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Outgoing Executive Board members may not retain copies of PTA records, including parent contact information. Transfers must occur on school premises **in the presence of the Principal**.

Prior to the conclusion of a PTA Recording Secretary's (or Co-Secretaries') term, she/he must make the necessary arrangements to provide **electronic copies of** the PTA's bylaws, meeting notices, agendas, and minutes from both General Membership and Executive Board meetings to the newly elected **Recording Secretary** (or Co-Secretaries).

Prior to the conclusion of a PTA Treasurer's (or Co-Treasurers') term, she/he must make the necessary arrangements to transfer all financial records, as well as information on the method of record keeping used by the PTA, to the incoming Treasurer (or Co-Treasurers). **The Treasurer's transfer must include all passwords for electronic systems such as online banking, accounting software, electronic document repositories etc.**

Section 7. VACANCIES

The PTA shall notify the principal and membership in writing of any vacancy in an office within five (5) calendar days. Any vacancy shall be filled by succession of the next highest ranking officer, or if succession fails, to fill the vacancy by a Special Expedited Election. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining Executive Board members must conduct a Special Expedited election to fill all officer vacancies by the end of October.

The **general** ranking of officers shall be as follows: President (or Co-Presidents), First Vice-President (or Co-First Vice-Presidents), Second Vice-President (or Co-Second Vice-Presidents), Vice President of Fundraising (or Co-Vice Presidents of Fundraising), Vice President of Communication (or Co-Vice Presidents of Communication), Vice President of Community Outreach (or Co-Vice Presidents of Community Outreach), Recording Secretary (or Co-Recording Secretaries), **Assistant Recording Secretary (or Co-Assistant Recording Secretary)**, Treasurer (or Co-Treasurers), ,

Assistant Treasurer (or Co-Assistant Treasurers), and Vice President of Middle School (or Co-Vice Presidents of Middle School).

Vacancies in the roles of Assistant Secretary and/or Assistant Treasurer do not need to be filled.

In the event that the core mandatory offices (President, Secretary and Treasurer) cannot be filled through succession, a Special Expedited Election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the Recording Secretary, and, at that time, shall turn over all records to the Recording Secretary. In the event of the resignation of the Recording Secretary, he/she must transfer records to the President or Co-Presidents.

Co-officers must run together as a slate in order to serve together. 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. In the event of co-officers being next in succession to fill a vacancy, the remaining Executive Board officers shall designate one to succeed the vacancy, while the other remains in his/her current role.

Section 8. SPECIAL EXPEDITED ELECTION PROCESS

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice at least ten (10) calendar days prior to the expedited election. The meeting notice must include a list of available officer positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and that nominations will be taken from the floor. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots or electronic polls must be used in accordance with Section 4.3 of these bylaws.

- 8.1 Circumstances: Special expedited elections are required when the PTA has failed to conduct a valid annual election or was unable to fill an office vacancy by succession.
- 8.2 Written Notice: Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least ten (10) calendar days before the meeting.

- 8.3 Conducting Special Expedited Elections: A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting. **The election meeting is chaired by the President (or Co-President), unless the President role is vacant, or by the first available Executive Board officer, in the order of succession.**
- 8.4 Voting: When there is more than one candidate for an office, written ballots **or electronic polls** must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 9. DISCIPLINARY ACTION

Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration.

In other instances where an elected officer(s) of the PTA has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by a PTA member during any General Meeting to appoint a review committee, **composed of 3 to 5 members**. The motion must be approved by majority vote of the general membership present.
- The majority of the review committee must be from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee, **nor can their spouses**.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses.
- 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. The PTA'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).

- In case of a vote for removal, the officer(s) can be replaced by order of succession or via a Special Expedited Election in the absence of a successor. The Special Expedited Election can be held in the same meeting as the disciplinary action vote.

ARTICLE V - EXECUTIVE BOARD

Section 1. COMPOSITION & ELIGIBILITY

The Executive Board shall be composed of the elected officers of the PTA, Members-At-Large, and chairpersons of standing committees. Persons employed at Spruce Street School, PS 397 or community education council members in the district shall be ineligible to serve as an elected officer of the PTA. Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

Section 2. MEETINGS

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Executive Board meetings shall be held at 8:15 am on the first Tuesday of the month **unless otherwise informed in writing by the President (or Co-Presidents)**. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership written notice of the rescheduled meeting. Executive Board meetings are open to all members of the PTA; individuals who are not members of the PTA may only attend Executive Board meetings with the approval of the Executive Board.

Meetings may be conducted in person in the school or virtually on a platform that allows for a dial-in option. The President (or Co-Presidents), once heard from the rest of the Executive Board, shall decide whether to hold a meeting in person or virtually on an electronic platform.

Section 3. VOTING

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

Section 4. QUORUM

One more than half of members of the Executive Board shall constitute a quorum, allowing for official business to be transacted. **Mandatory officers (President, Treasurer and Recording Secretary) must be present.**

Section 5. CONTACT INFORMATION

The Executive Board shall make available to the membership a list of the officers. **Mandatory officers (President, Treasurer and Recording Secretary) shall make available either a personal telephone number or official email address where members may contact that officer.** The list shall not include home address. At the conclusion of an officer's term, the Executive Board must ensure that an officer's contact information is destroyed, unless the officer gives written permission to the PTA to maintain such information. The list must be updated regularly and be available in the principal's office and at every PTA meeting. The list must also be posted on parent bulletin boards, distributed to Parents at the beginning of the school year and made available upon request by any member.

Section 6. TREASURER'S REPORT

A written Treasurer's report must be given at every Executive Board meeting. This report must include a statement of all transactions , including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period.

ARTICLE VI - MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

- 1.1 The general membership meetings of the PTA shall be held each month from September through June. **Meetings shall be held at 8:30 am on the fourth Tuesday of the month, unless otherwise determined by the Executive Board and communicated in writing to the general membership. If the fourth Tuesday of the month falls on a legal or religious holiday, the meeting shall be held on the following or previous Tuesday, unless otherwise determined by the Executive Board. The Executive Board shall have the power to reschedule general membership meetings.** Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting. The Executive Board is responsible for ensuring that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices. Upon review of these bylaws or motion of a member at any general membership meeting, the Executive Board shall survey the general membership to determine whether the schedule for the day and time of general membership meetings should be changed. Written notice of each membership meeting shall be provided at least ten (10) calendar days prior to the scheduled meeting. The date of distribution shall appear on all Notices.

- 1.2 All meetings must be held in the school, except in extenuating circumstances, or else virtually on an electronic platform. The Executive Board shall have the power to choose between in person and virtual formats. Hybrid meetings, with part of the membership in person and part on an electronic platform, are only allowed when the proceedings do not require voting. Under no circumstances are general membership meetings to be held in private residences.
- 1.3 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4 General membership meetings are non-exclusive and open to the general public. Non-members may observe meetings, but may only speak and otherwise participate with the approval of the Executive Board.

Section 2. ORDER OF BUSINESS

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

- Call to Order
- Approval of Minutes
- School Principal's Report
- President's Report
- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Any Other Business
- Adjournment

Section 3. QUORUM

A quorum shall consist of two Executive Board members (one of which must be the President or one of the Co-Presidents) and six additional members of the PTA. A quorum shall be required in order to conduct official PTA business. In the absence of a quorum, the PTA may have non-binding discussions.

For hybrid meetings, at least one Executive Board officer must be present in the school.

Section 4. MINUTES

Minutes of the previous general or special membership meeting shall be available in written form at the next general membership meeting for approval. The minutes must be made available upon request to any member.

For virtual and hybrid meetings, the PTA shall maintain a recording of the video and/or audio of the meeting for one year.

Section 5. SPECIAL MEMBERSHIP MEETINGS

5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours' written notice to parents, stating precisely what the topic of the meeting will be.

5.2 In addition, upon receipt of a written request from five (5) PTA members, the President must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents.

Section 6. PARLIAMENTARY AUTHORITY

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order Newly Revised, provided they are not inconsistent with law, policy, regulation and these bylaws.

NYC Department of Education Chancellor's Regulation A660 is the primary governing document for the PTA. In the event of a provision that conflicts with this regulation, the provision shall be deemed null and void, and the language of the latest version of Regulation A660 shall be deemed controlling.

ARTICLE VII - COMMITTEES

Section 1. STANDING COMMITTEES

1.1 The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. All ad-hoc committees shall be co-chaired by an existing member of the Executive Board. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the PTA are the

following:

- Budget: The budget committee shall be chaired by the Treasurer (or Co-Treasurers) and shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the June membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)
- Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The Treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. **The audit committee shall present at least one report per year, as part of the June transfer to the newly-elected Executive Board.**

ARTICLE VIII- FINANCIAL AFFAIRS

Section 1. FISCAL YEAR

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

Section 2. SIGNATORIES

The President (or Co-Presidents) and Treasurer or Co-Treasurers shall be authorized to sign checks. **The First Vice-President can also be authorized to sign checks by an Executive Board vote.** All checks require at least two signatures. The Treasurer (or one of the Co-Treasurers) must be one of the signatures on the check(s). Signatories shall not be related by blood or marriage or members of the same family or household.

Section 3. BUDGET

- 3.1 The budget committee shall consist of five (5) persons and be chaired by the Treasurer or Co-Treasurer. The committee shall be responsible for:
 - A written review, with the outgoing Executive Board, of the prior year's budget for discussion at the May membership meeting, including annual financial status, accounting, expenditures and outstanding bills;

- A proposed budget for adoption by the membership at the June membership meeting; a copy of the budget shall be submitted to the school principal upon approval by the membership.
- 3.2 The incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time. The budget may also be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- 3.4 Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting. **Votes to add or remove fundraising activities can be held in any General Meeting.**
- 3.5 All expenditures of funds by the PTA, **unless explicitly pre-approved during the budgeting process**, must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.6 A member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Permissible out-of-pocket expenditures are those directly related to the activities and purposes of the PTA, and shall be for no more than \$500.00 without a resolution approving such expenditure.
- 3.7 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. Such emergency expenditures shall not exceed \$500.00. Any such emergency expenditures shall be reported at the next general membership meeting. At the next general membership meeting following such emergency expenditure, members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the Funds.
- 3.8 Funds raised for a particular purpose must be allocated solely for the designated purpose (eg, funds raised for senior dues may only be used to fund payment of activities for students in that grade for

that school year). Any funds remaining after full allocation to such designated purpose shall be applied for such other purposes as may be approved by a majority vote of the membership.

- 3.9 The Treasurer (or Co-Treasurers) shall maintain PTA savings and reserve funds in low-risk savings products at established, reputable financial institutions. In no circumstance can the funds be used for speculative investments, such as stock or currency trading.

Section 4.

AUDIT

- 4.1 The President shall request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check signatories, may serve. The majority of the committee shall be comprised from the general membership. Spouses, siblings and business associates of check signatories are not allowed to serve in the audit committee.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the PTA with the help of the Treasurer (or Co-Treasurers) who shall make all books and records available to them. The audit committee may also recommend that an external audit of the PTA's financial records be conducted.
- 4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all PTA equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
- 4.4 The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5. FINANCIAL ACCOUNTING

- 5.1 A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and posted on the parent bulletin board.

- 5.2 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 the June meeting including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.3 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 bylaws and applicable Regulations of the Chancellor. The Treasurer or Co-Treasurers, Recording Secretary or Co-Recording Secretaries, at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-660, parents must obtain written approval from the school principal before collecting fundraising proceeds from students. The Treasurer (or Co-Treasurers) and at least one other PTA officer shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer (or Co-Treasurers) shall make all authorized disbursements and shall, within the next **two** banking days, deposit all monies of the PTA in a responsible banking institution selected by the PTA. Authorized board members must make every effort to deposit all funds in the bank account by within **two** business days of receipt, but in any event, no longer than **five** business days. All records of the PTA including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.
- 5.4 All collected monies for bank deposit must be secured on school premises.
- 5.5 The use of withdrawal slips and credit cards is prohibited. **The use of a debit card should be limited to exceptional circumstances.**
- 5.6 The PTA's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. **Members shall not have access to confidential information, such as the personal identity of each individual donor.** All requests to review financial records must be made in writing and identify the records to be reviewed. The PTA must provide an opportunity for members to review requested documents within a

reasonable period of time. Reviews of financial records must be conducted in the presence of the Executive Board and two general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present. Upon request, the PTA must make every effort to provide members with copies of the documents reviewed.

- 5.7 Financial records of the PTA (eg, all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, canceled 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 must also be maintained.

ARTICLE IX- DISPUTES AND GRIEVANCES

All disputes and grievances against the PTA, between members or between a member and a DOE employee shall be resolved in accordance with the procedures set forth in Chancellor's Regulation A-660.

ARTICLE X- AMENDMENTS

These bylaws may be amended at any regular meeting of the PTA 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. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the PTA, without the notice required by the preceding paragraph, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660.

In the event that the PTA's bylaws contain any provision that conflicts with Chancellor's Regulation A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of these bylaws that are not in conflict with the Regulation A-660

shall remain in full force and effect.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article X, at the membership meeting held on Tuesday February 15th, 2022.

Signed By:

Carlo Calabrò - Co-President

Jennifer Fuglestad - Co-President

Rachel Safferstone - Recording Secretary