

PS 59
The Harbor View School PTA

2019-2020 BY LAWS

APPROVED BY THE MEMBERSHIP ON
_____9/19/2019_____

BY LAWS LAST REVIEWED AND APPROVED: THURSDAY, SEPTEMBER 20, 2018

Contents

Article I – Name	2
Article II – Objectives	2
Article III – Membership	2
Article IV – Officers	3
Article V – Elections	5
Article VI – Executive Board	7
Article VII – General Membership Meetings	8
Article VIII – Committees	9
Article IX – Financial Affairs	11
Article x - Amendments and Regular Review of Bylaws	12

Article I – Name

The name of the Association shall be *PS 59 The Harbor View School PTA (also known as PS 59 PTA and PS 59 PTA The Harbor View School)* and hereafter referred to as the Association.

Article II – Objectives

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

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

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of PS 59 The Harbor View School is automatically a member of the Association.
2. Parents of a child who is attending PS 59 The Harbor View School full time while on the register of a citywide program are eligible to be members of the Association. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term parent is defined as any person in a parental or custodial relationship to the student; which includes the following.
 - i. Birth parent
 - ii. Adoptive parent
 - iii. Foster parent
 - iv. Step-parent
 - v. Legally appointed guardian
 - vi. Person(s) in parental relation

4. Membership shall be open to all teachers, paraprofessionals, therapists, school aides, school secretaries, custodial staff and food service workers currently employed at the school.

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

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 \$10.00 per month or \$100.00 per year, based on one child. There is an additional suggested donation of \$5 per month or \$50 per year for each additional child in a family.

C. Voting Privileges

1. Every parent of a student currently enrolled at PS 59 The Harbor View School 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. Voting by proxy, absentee ballot, email, or conference call is prohibited.
3. Each teacher, paraprofessionals, therapists, school aides, school secretaries, custodial staff and food service workers 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 a child attending PS 59 The Harbor View School. 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 the following: Vice President, and Corresponding Secretary.

B. Term and Term Limits

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

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.
2. The term of office pertains to the length of time a single person may be elected to a position on the executive board of the Association. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.
3. Co-presidents must determine who will serve on the SLT and who will attend President Council meetings.
4. Term limits for each officer position of the Association shall be two consecutive one year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

A. **President, or Co-Presidents:** The duties of the president shall include but are not limited to the following:

1. Preside at all meetings of the Association;
2. Is an ex-officio member of all committees except the nominating committee;
3. Appoint Association committee chairpersons with the approval of the executive board;
4. Encourage meaningful participation in all parent and school activities;
5. Provide opportunities for members’ leadership development;
6. Delegate responsibilities to members of the Association as needed;
7. Attend all regular meetings of the presidents’ council;
8. Is a mandatory member of the School Leadership Team;
9. Meet regularly with the executive board members;
10. Plan the agendas for the general membership meetings;
11. Is one of the eligible signatories on checks, and
12. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

B. **Recording Secretary:** The duties of the recording secretary shall include but are not limited to the following:

1. Record minutes at all Association meetings;
2. Prepare notices, agendas, sign-in sheets and materials for distribution;
3. Prepare and read the minutes at Association meetings;
4. Distribute copies of the minutes for review and approval by the general membership;
5. Maintain the custody of the Association’s records on school premises;
6. Incorporate all amendments into the bylaws, and;
7. Ensure that signed copies of the bylaws with the latest amendments are on file in the principal’s office;
8. May be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association; and,
9. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

- C. **Treasurer:** The duties of the treasurer shall include but are not limited to the following:
1. Responsible for all financial affairs and funds of the Association;
 2. Maintain an updated record of all income and expenditures on school premises;
 3. Is one of the signatories on checks;
 4. Adhere to and implement all financial procedures established by the Association;
 5. 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);
 6. Prepare the Association's interim and annual financial reports;
 7. Make available all books and financial records for viewing by members upon request and for audit;
 8. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
- D. **Vice President:** The duties of the Vice President shall include but are not limited to the following:
1. Assist the President and shall assume the President's duties in their absence or upon request;
 2. May be one of the signatories on all checks;
 3. May assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
- E. **Corresponding Secretary:** The duties of the Corresponding Secretary shall include but are not limited to the following:
1. Conduct correspondence of the Association as directed by the President, Executive Board, or the Association;
 2. Keep membership informed of all pertinent correspondence received;
 3. Responsible for all incoming and outgoing mail;
 4. Monitor general PTA email account, as directed by the president, and forward pertinent emails to the appropriate person for consideration;
 5. Prepare notices and materials for distribution;
 6. Maintain an up to date file of all pertinent correspondence;
 7. May be one of the signatories on all checks;
 8. May assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

D. Election of Officers

- A. 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. Election meeting is usually scheduled during the May general membership meeting.
- B. Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder. 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 the latest Robert's Rules of Order Newly Revised version.
- Employees of PS 59 The Harbor View School may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.

Article V – Elections

ELECTIONS

1. Nominating Committee

1. A nominating committee must be established during the February monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office.
 2. The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.
 3. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.
- A. The nominating committee's duties may include the following:
1. Canvassing the membership for eligible candidates;
 2. Preparing and distributing all notices of any meeting pertaining to the election process;
 3. Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
 4. Verifying the eligibility of all interested candidates prior to the election;
 5. Scheduling the May election at a time that ensures maximum participation;
 6. Ensuring that only eligible members receive a ballot for voting;
 7. Ensuring that the election is certified by the principal or designee immediately following the election.
- B. If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

2. Notices

The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated. Translated templates, for all election materials, can be found in all 9 languages on the DOE PA/PTA Resources Page.

3. Contested Elections and the Use of Ballots

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

- 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.

4. 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.

5. 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. President
 - ii. Recording Secretary
 - iii. Vice President
 - iv. Corresponding Secretary
 - v. Treasurer

6. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws.

7. School Leadership Team (SLT) Parent Member Elections

The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.

- 1. Once the election of PA/PTA officers has concluded, the election of parent members to the SLT may begin.
- 2. The election of parent members to the SLT should follow the same or similar election procedure as PA/PTA officer elections.

8. Disciplinary Action

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

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

2. **Officer Removal:**

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership. Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.

a. Removal Process

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

Article VI – Executive Board

1. Composition

The executive board shall be composed of the elected officers of the Association (President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary) and Standing Committee Chairpersons. Officers shall be expected to attend all executive board meetings.

2. Meetings

The executive board shall meet monthly, September through June, on the second Tuesday of every month at 8:15 am, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday; **or the President gives due notice for date change to executive board and it is agreed by majority.**

- a. All Association members are entitled to attend executive board meetings;
- b. General members may only speak or otherwise participate in executive board meetings if acknowledged by the presiding officer.

3. Voting

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

4. Quorum

Three (3) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

5. Location

Executive board meetings must be held in the Association's home school, but can be broadcast via web or telephone conference. Executive board members participating from remote locations must not be counted toward quorum and must not be allowed to vote.

6. 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.

7. 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 and committee chairpersons must ensure that paper and electronic records, including user ids, passwords, handbooks, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process. Chancellor's Regulation A-660 (Article I, Section G, 5)

Article VII – General Membership Meetings

A. General Membership Meetings

1. The general membership meetings of the association shall be held monthly, September through June, **on the second Wednesday of the month; at 6:15 PM, except for 3 monthly meetings which will be held at 8:30 AM**, unless such date falls on a legal or religious holiday, or conflicts with another school function, in which case the meeting shall be held on the following or previous Wednesday, **or another appropriate date as determined by the executive board; with due notice given to all.** The month of the 3 morning meetings will be determined at the start of the school year by the executive board and announced in the annual PTA Handbook. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be send at least ten calendar days prior to the scheduled meeting.
 - a. All general membership meetings must be held in the Association’s home school.
 - b. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
 - c. All eligible members may attend and participate in general membership meetings.
 - d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Conducting Meetings

The PTA president shall chair all general membership meetings. In the absence of the President, the next highest ranking officer present shall chair the meeting.

C. Order of Business

The order of business at meetings of the Association, unless changed by the executive board, shall be:

1. Call to Order	2. Reading and Approval of Minutes
3. President’s Report	4. Treasurer’s Report
5. Principal’s Report	6. School Leadership Team Report
7. Committee Reports	8. Old Business
9. New Business	10. Adjournment

D. Quorum

A quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required to conduct official Association business. In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660.

E. Minutes

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

F. 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 8 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.

G. 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 VIII – Committees

Standing Committees

The president will appoint standing committee chairpersons with the approval of the Executive Board. Standing committees of the Association are as follows:

- a. Fundraising
- b. Communications
- c. Events
- d. Green Thumb
- e. School Gear Store
- f. Yearbook
- g. Sponsorship & Donations**

General Responsibilities of Standing Committee Chairs include:

- a. Maintains a committee handbook, and/or the electronic files, which should contain to-do lists, copies of fliers, copies of contracts and invoices from suppliers, lists of names and phone numbers of vendors, donors, volunteers, etc., amounts of supplies needed for each event and other information relevant to the committee's functions and responsibilities. This handbook will be passed on to the next committee chair, and remain the property of the Association;
- b. Provides monthly reports to the president one week prior to monthly Executive Board meetings;
- c. Follows up their activities by providing the Corresponding Secretary with the names and addresses of donors for purposes of thank you notes;
- d. Attends PTA meetings so that you are aware of ongoing PTA matters and how they may impact your committee's responsibilities.

Specific Committee Chair Responsibilities:

Fundraising Chair (or Co-Chairs)

- a. Oversees all new and existing PTA fundraising activities by assisting the various fundraiser coordinators;
- b. Updates Executive Board at monthly meetings on ongoing fundraising efforts/events;
- c. Evaluates overall effectiveness of PTA fundraising efforts and makes suggestions to the Executive Board for program improvements and the addition or removal of specific fundraising programs;
- d. Oversees all coordinators in charge of income generating activities/events, such as walk a thon coordinator, dine out coordinator, Square One coordinator, school pictures coordinator, World's Finest Chocolate coordinator, skating fundraiser coordinator, grants coordinator, donations coordinator, school store coordinator, Box Tops for Education coordinator, and coordinators for any other income generating activities.

Communications Chair (or Co-Chairs)

- a. Develops and coordinates key messaging around PTA initiatives throughout the year in cooperation with the Executive Board and communicates them to the membership, as needed;
- b. Establish and maintain key local media contacts to promote various PTA initiatives throughout the year;
- c. Oversees the maintenance of the PTA website;
- d. Works with Executive Board to post announcements, important dates, forms etc.
- e. Oversees all coordinators in charge of major means of communications with Association members, the school community and the public, such as website coordinator, newsletter coordinator and bulletin board coordinator.

Events Chair (or Co-Chairs)

- a. Oversees the planning, advertising, purchasing, and execution of all new and existing PTA events, in conjunction with the Executive Board;
- b. Help brainstorm for and select ideas to implement for new events, working closely with the fundraising team;
- c. Serves as liaison between individual event coordinators and the Executive Board, including Back to School coordinator, volunteer coordinator, hospitality coordinator, teacher appreciation coordinator, multicultural night coordinator, ~~Usborne~~ Book Fair coordinator, and coordinators for any new events or activities.

Green Thumb Chair (or Co-Chairs)

- a. Manages all aspects of The Harbor Learning Garden;
- b. Works with PS 59 administration and faculty to facilitate planting and harvesting events for students;
- c. Oversees the harvesting and distribution of crops grown in the garden as necessary throughout the school year and during summer months;
- d. With consultation with the Executive Board, manages Green Thumb budget;
- e. Serves as liaison between the Green Thumb Committee and the Executive Board.

School Gear Store Chair (or Co-Chairs)

- a. Maintains inventory for all items provided in the school store;
- b. Keeps the records of inventory accurate; ensures fulfillment of orders are completed;
- c. Liaisons with Executive Board, especially the President and Treasurer, to keep inventory in stock through approved purchasing, and provides suggestions for products or vendors that will meet quality and value for the PTA.

Yearbook Chair (or Co-Chairs)

- a. Coordinates the planning, advertising, purchasing, and execution of the yearbook activities for the school;
- b. Help brainstorm and provide direct communication and support with the publisher of the yearbook to ensure regular workflows, communications and timelines are maintained;
- c. Works closely with the Yearbook committee which is generally comprised of a teacher or the photography club coordinator; the Parent Coordinator, school administration, and parents or other teacher volunteers;
- d. Also serves as liaison between individual event coordinators and the Executive Board.

Sponsorship & Donations Chair (or Co-Chairs)

- a. Coordinates and seeks out donation or sponsorship opportunities that may fit the need of a specific event or the school community overall;
- b. Help provide direct communication and support in materials that will be used to make requests for sponsorship or donations (i.e. employer match letter, etc.);
- c. Works closely with the Executive Board to maintain records of contact and follow up as needed;
- d. Thank you's are to be processed by the Corresponding Secretary. If one is not available, the President will appoint person to facilitate.

Ad Hoc Committees:

Ad Hoc committees will be established to accomplish a specific task or address a specific issue. The Executive Board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of General Meeting in which it was formed. These committees may include, but are not limited to, Audit Committee, Nominating Committee, and Bylaw Committee.

Article IX – Financial Affairs

A. Fiscal Year

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

B. Signatories

A minimum of 3, and no more than 4, elected officers shall be authorized to sign checks. The elected officer who is NOT a signatory on the banking committee will serve on the audit committee in the event an audit committee is formed. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

C. Budget

1. Budget Process

The executive board shall be responsible for the development and/or review of the budget process, which includes:

1. 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.
2. The proposed budget must be presented to and approved by the membership no later than the June meeting.
3. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time. The executive board must present the budget process for membership approval no later than the October meeting.
4. 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.
5. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
6. All funds should be deposited into the bank account by 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.
7. 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

- a. The executive board is permitted to vote on expenditures that are below two hundred dollars. Expenditures that exceed this amount, or were not included in the budget at the time of its adoption, must be approved by vote of the general membership. This amount reflects total expenditures for the school year.
- b. Emergency expenditures: The executive board is authorized to make an emergency expenditure not to exceed two hundred dollars with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: natural disasters, fire, floods, and death in the family. 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.
- c. Requests for reimbursement shall only be valid for 60 days from proof of purchase. An Expense Reimbursement Request Form, along with receipt, must be submitted and approved for reimbursement. Expenses will be reimbursed when incurred in the performance of his/her duties or in performance of functions authorized by the Board. The combination of expenditures outside of budget lines shall not exceed four hundred (two hundred for emergency and two hundred for ordinary purchases) for the school year.

4. Audit

Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

5. Duties

- a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the treasurer who shall make all books and records available to them.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

6. Financial Accounting

1. Financial Report

The treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

2. Record Keeping

The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank.

Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article x - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment was presented 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 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines. Any amendment to these bylaws will be recorded in the minutes of the meeting in which it was approved. The Recording Secretary shall create a new document with the amendment added. All versions of the bylaws must be kept with the Association records.

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 September 20, 2018.