

Elección para la 選舉  
Asociación de Padres

ГОЛОС Eleksyon  
PADRES

DES PARENTS PA/PTA

انتخابات تصويت

والدين اليكشن الآباء 투표

Выборы в PA/PTA 投票 父母

родители PARANT 投票 母

ووٹ 선거 投票 votar

PA/PTA BYLAWS

Bylaws of the PS 889 Parent Association

Approved by the Membership on November 30, 2017

## Article I – Name

The name of the Association shall be PS 889 Parents Association 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; and
6. foster involvement among, and partnership with, the surrounding community.

## Article III – Membership

### A. Eligibility

1. A parent of a student currently on the register of PS 889 is automatically a member of the Association.
2. Parents of a child who is attending PS 889 full time while on the register of a citywide program are eligible to be members of the PS 889 Parent 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<sup>1</sup>

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<sup>1</sup> 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.

## **C. Voting Privileges**

1. Every parent of a student currently enrolled at PS 889 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).<sup>2</sup>
2. Voting by proxy, absentee ballot, email, or conference call is prohibited.

## **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 PS 889. The eligibility of a member may be limited by the conflicts of interest restrictions outlined in CR A-660.
2. Non-mandatory officers of the Association may consist of, but are not limited to, the following: Vice President of Fundraising & Development and Assistant Treasurer.
3. With the exception of Treasurer and Assistant Treasurer, all Executive Board positions can be filled as single person or co-positions. Co-positions are not required, but this provision allows for it if there are two candidates that would like to share the responsibilities. If there are candidates running as a co-officer, the responsibilities for each must be clearly defined by the close of nominations. The Nominating Committee is responsible for ensuring that all responsibilities are accounted for, the division seems realistic, and the responsible co-officers are capable of fulfilling all duties. All further references within this document going forward automatically include co-positions where applicable.

### **B. Term and Term Limits**

1. The term of office shall be no more than 12 months beginning July 1 and ending June 30.
2. Term limits<sup>3</sup> 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.

<sup>2</sup> Restrictions based on Conflicts of interest as determined by Chancellor’s Regulations A-660 (Section I.C.3).

<sup>3</sup> 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.

## C. Duties of Officers

1. **President:** The duties of the president shall include, but are not limited to, the following:
  - a. preside at all meetings of the Association;
  - b. serve as an ex-officio member of all committees except the Nominating Committee;
  - c. appoint Association committee chairpersons with the approval of the Executive Board;
  - d. encourage meaningful participation in all parent and school activities;
  - e. provide opportunities for members' leadership development;
  - f. delegate responsibilities to members of the Association as needed;
  - g. attend all regular meetings of the Presidents' Council;
  - h. is a mandatory member of the School Leadership Team;
  - i. meet regularly with the Executive Board members to plan the agendas for the general membership meetings;
  - j. is one of the eligible signatories on checks; and
  - k. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming Executive Board.

In the event the Association elects co-presidents, the co-presidents must decide who will serve as the Presidents' Council member and who will serve as the mandatory member of the School Leadership Team, and inform the general membership.

2. **Recording and Corresponding Secretary:** The duties of the Recording and Corresponding Secretary, hereafter referred to as **the Secretary**, shall include but are not limited to, the following:
  - a. record minutes at all Association meetings;
  - b. prepare notices, agendas, sign-in sheets and materials for distribution;
  - c. prepare and read the minutes at Association meetings;
  - d. distribute copies, distributed online and/or via printed documents, of the minutes for review and approval by the general membership;
  - e. maintain the custody of the Association's records on school premises;
  - f. incorporate all amendments into the bylaws, and;
  - g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
  - h. manage corresponding communications, including the website, newsletter, social media, and bulletin boards, with the aid and assistance of the Co-Secretary (if one is elected) and/or Communications Committee;

- i. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming Executive Board; and
  - j. review, maintain and respond to all correspondence addressed to the PA unless specific correspondence has been forwarded to another board member for handling. This includes responsibility for checking and responding to emails sent to the general PA email address. Emails sent to the general PA email address will be checked weekly during the academic year except for weeks (Monday-Friday) where school is out of session for more than two days for holiday, vacation or other reasons as determined by the Department of Education.
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; and
  - h. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming Executive Board.
4. **Assistant Treasurer:** The duties of the Assistant Treasurer shall include but are not limited to the following:
- a. assist the Treasurer and shall assume the Treasurer's duties in their absence or upon request;
  - b. may be one of the signatories on all checks; and
  - c. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming Executive Board.

5. **VP of Development & Fundraising:** The duties of the VP of Development & Fundraising shall include but are not limited to the following:
- a. ensure that the various committees, fundraising and grant writing efforts work toward a common goal and meet fundraising objectives;
  - b. work closely with the Treasurer and Assistant Treasurer to develop the fundraising portion of the budget based on input solicited from committees and PS 889 staff;
  - c. chair the Fundraising Committee and create ways to raise money for the PA outside of school functions;
  - d. work closely with the Events Committee chair to ensure any fundraising events efforts are coordinated and optimized to generate revenue;
  - e. ensure thank you letters are sent to donors, when deemed necessary; and
  - f. 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.
2. Employees of PS 889 may not serve as members of the Executive Board. This restriction applies equally to employees who have a child currently attending the school.

#### 3. Nominating Committee

A nominating committee must be established during the February general membership meeting. The Nominating Committee shall consist of three to five volunteers, none of whom are members of the Executive Board, plan to run for office, or are employees and/or staff of PS 889.

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.

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.

The Nominating Committee's duties may include the following:

- a. canvassing the membership for eligible candidates;
- b. preparing and distributing all notices of any meeting pertaining to the election process;

- c. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- d. verifying the eligibility of all interested candidates prior to the election;
- e. scheduling the election at a time that ensures maximum participation;
- f. ensuring that only eligible members receive a ballot for voting; and
- g. ensuring that the election is certified by the principal or designee immediately following the election.

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.

#### 4. 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.

#### 5. Contested Elections and the Use of Ballots<sup>4</sup>

- 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 occurring *before* the start of the school year that are not the result of resignation will be filled by an expedited election to be held no later than October 15.

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<sup>4</sup> Contested elections consists of two or more candidates for any office; voting must be by ballot.

When an officer vacancy is created by resignation or removal *after* the start of the school year, the PA Executive Board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession or expedited election. The PA Executive Board may request guidance from the appropriate Presidents' Council or superintendent.

Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Secretary and immediately turn over all Association records. Any mandatory offices that remain vacant after the order of succession has been followed must be filled by expedited election.

- a. When an office cannot be filled through succession, by a co-officer or 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 co-officers of the vacated position, to then be followed by:
  - i. President
  - ii. Treasurer
  - iii. Secretary

## 8. Expedited Election Process:

Expedited elections shall be held to fill vacancies *after* the start of the school year 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.

## 9. School Leadership Team Parent Member Elections

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

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

## E. 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 well order of the Association or larger school community.



- d. Any officer who exercises behavior unbecoming 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.<sup>5</sup>

### 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 V – Executive Board

### A. Composition

The Executive Board shall be composed of the elected officers of the Association as listed here President, Treasurer, Secretary, VP of Fundraising & Development, and Assistant Treasurer. Officers shall be expected to attend all Executive Board meetings.

### B. Meetings

The full schedule of executive meetings for the current school year must be issued by October 15. The Secretary or the President will notify each member of the Executive Board at least ten (10) days prior to a meeting of any necessary date or time change. Notice of said meetings will be posted. All Executive Board meetings shall be chaired by the President or Co-President or, in their absence, by a member delegated by the President.

All PA members are entitled to attend meetings of the Executive Board. The extent to which they may participate shall be at the discretion of the meeting chair or President(s). Individuals who are not members of the PA may attend Executive Board meetings only with prior approval of the Board.

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<sup>5</sup> 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.

**In the event of an emergency**, the Executive Board shall have the power to discuss (via conference call, email or in person) and make interim decisions, subject to later discussion and affirmation at the next regular Executive Board meeting. Voting may take place in person or via email or conference call.

## C. Voting

Unless otherwise required by law or elsewhere explicitly in these bylaws, the majority vote of the Executive Board members present and voting at the time of the vote, provided quorum is present, shall be the act of the Executive Board. Each member of the Executive Board shall be entitled to one vote.

## D. Quorum

Three (3) 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.<sup>6</sup>

## F. June Transfer of Records

The Association must maintain the following records for a minimum of six (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 the records, including user IDs, passwords, 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.

## Article VI – General Membership Meetings

### A. General Membership Meetings

1. The general membership meetings of the PA shall be held monthly from September through June. The general membership meetings are intended to be held on the final Monday of each month with meeting business beginning at 6:30 pm, unless a schedule or location change is deemed necessary or if such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous weekday as determined by the Executive Board. The complete schedule of general membership meetings shall be available and posted no later than October 15.

<sup>6</sup> Chancellor's Regulation A-660 (Article I, Section G

Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 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. Order of Business**

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

- a. Call to Order
- b. Reading and Approval of Minutes
- c. President's Report
- d. Treasurer's Report
- e. Principal's Report
- f. School Leadership Team Report
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Q&A
- k. Adjournment

## **C. Quorum**

A quorum of at least eight (8) Association members, including a minimum of 2 Executive Board members and six (6) parent members, shall be required in order to conduct official Association business.<sup>7</sup>

## **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.

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<sup>7</sup> In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

Upon receipt of a written request from six (6) 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

The President will appoint standing committee chairpersons with the approval of the Executive Board. All standing committee chairs are expected to report on their activities to the Executive Board either in person or in writing on a regular basis—at minimum, on a monthly basis. The Executive Board will post a listing of standing committees and their chairpersons once approved.

1. **Communications & Membership:** The responsibilities of the Communications & 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 and with the Events Committee when necessary;
- d. Coordinate outreach efforts with the Secretary;
- e. maintain current list of the Association's membership and directory; and
- f. foster community involvement.

2. **Budget:** The responsibilities of the Budget Committee shall include, but are not limited to the following duties to be fulfilled each Spring:

- a. review prior year's budget and make recommendations to Executive Board and
- b. draft a proposed budget for approval by general membership.

The Treasurer may request the Budget Committee participate in other ways, as needed. See Article VII, section 1.C, under the budget process.

3. **Audit:** The responsibilities of the Audit Committee shall include; but are not limited to:

- a. conduct an internal audit of all financial affairs of the organization annually and when needed;
- b. review as needed all financial records (the Treasurer shall make all books and records available to the committee); and
- c. prepare written reports of its findings to present to the membership at a general membership meeting or upon completion of their review and investigation.

4. **Fundraising:** The Fundraising Committee shall be chaired by the VP of Fundraising & Development, unless the role has not been filled, in which case the chair of the Fundraising Committee will be appointed by the President. The responsibilities of the Fundraising Committee shall include, but are not limited to:
- a. Identify and explore ideas for raising funds for the PA's programs and operations (e.g., events, corporate sponsorship, grants, donor solicitations), and ensure the continued success of any existing efforts to raise money/generate revenue;
  - b. Work closely with the Executive Board to propose fundraising efforts to the general membership and prioritize funding needs should committees have competing priorities;
  - c. Work closely with committees when said committees have events and activities with a fundraising component to ensure goals are aligned with overall the fundraising goals and objectives of the Fundraising Committee;
  - d. Partner with the Treasurer and Assistant Treasurer to track donations and coordinate donor acknowledgement(s), and supply Treasurer and Assistant Treasurer with any documents required for tax purposes.
5. **Events:** The responsibilities of Events Committee shall include, but are not limited to:
- a. Plan and execute events that raise funds for PA programs and operations and/or help build a spirit community at PS 889;
  - b. Propose a calendar of events for the school year, and share recommendations with the Executive Board;
  - c. Partner with the Communications & Membership Committee to recruit and organize volunteers to participate in events;
  - d. Assess existing event planning goals, activities, outcomes, and then recommend changes when and where needed; and
  - e. Generate new event ideas and create sub-committees as needed
6. **Garden:** The responsibilities of the Garden Committee shall include, but are not limited to:
- a. Build and maintain a garden program at PS 889;
  - b. Organize volunteers for various activities, including garden clean up days, garden watering and weeding (as weather as season permits), hands-on student garden care, teacher classroom participation; and
  - c. Identify and facilitate supporting environmental education enrichment programs and projects
7. **Ad-hoc:** Ad-hoc committee may be recommended by the Executive Board with the goal of accomplishing a specific task or to address a specific issue. Ad-hoc committees 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 the Association. The President will appoint ad-hoc committee chairpersons with the approval of the Executive Board. All ad-hoc committee chairs are expected to report on their activities to the Executive Board, either in person or in writing, on a regular basis—at minimum, on a monthly basis. The Executive Board will post a listing of ad-hoc committees and their respective chairpersons.

## Article VIII – Financial Affairs

### A. Fiscal Year

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

### B. Signatories

The President, Treasurer, and Assistant Treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The two (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:

- a. The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills
- b. The proposed budget must be presented to the general membership at a general meeting and approved by the membership no later than the June meeting
- c. 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.
- d. The Treasurer may request the participation of the Budget Committee at the start of each school year and establish a meeting schedule throughout the school year to manage inputs from all affected organizations.
- e. The Executive Board must present the budget process for membership approval no later than the October meeting.
- f. 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.
- g. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- h. All funds should be deposited into the bank account by authorized Executive Board members within one (1) business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within one (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 two (2) authorized members.

- i. 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. **Non-budgeted Expenditures:** All expenditures over \$500 that are not included in the approved 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 \$500 with a two-thirds approval of the Executive Board. Emergency expenditures are appropriate if there is a need to pay for unanticipated expenses that the Board feels are needed to enhance the success of events/programs and cannot be deferred until the next general meeting. 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 Association check may serve on the Audit Committee. The majority of the committee shall be comprised of general members.
2. **Duties:** 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.
  - a. 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.
  - b. 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.
  - 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 record.

## E. Financial Accounting

1. **Financial Report:** The Treasurer shall prepare the Interim PA financial report by January 31 and the annual PA 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 IX - 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 three (3) years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

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 November 30, 2017.

### **Signed on November 30, 2017 by:**

Alix Boyle, President

Chris Confessore, Treasurer

Jill Beadle, Secretary

### **Date filed with Principal:**

December 4, 2017