







BYLAWS
OF
The Parents of PS334, Inc.
 The Parent-Teacher Association of PS334,
 A not-for-profit corporation 501(c)(3)

Last amended and
 APPROVED BY THE MEMBERSHIP ON June 12, 2020

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| KAVITA KASAT, CO-PRESIDENT  | Date Signed 6/12/20 |
| CARRIE MARLIN, CO-PRESIDENT  | Date Signed 6/12/20 |
| JONATHAN ROBILOTTO, CO-PRESIDENT  | Date Signed 6/12/2020 |
| TIM CHEN, CO-TREASURER  | Date Signed 6/16/2020 |
| RENEE CHIN, CO-TREASURER  | Date Signed 6/16/20 |
| EMILY SANDOW, RECORDING SECRETARY  | Date Signed 6/16/20 |

ARTICLE I

Titles

Section 1. Name

1.1 The name of the Association shall be: **The Parents of PS334, Inc.**, the Parent-Teacher Association of PS334, a 501(c)(3) not for profit corporation (hereinafter referred to as the Association or the PTA).

1.2 P.S. 334 shall hereinafter be referred to as The Anderson School.

ARTICLE II

Objectives, Rights, & Responsibilities

Section 1. Objectives

The objectives of the Association are:

1. To promote and help develop a cooperative working relationship among the parents, teachers and staff of our school.
2. To provide a forum where parents and school staff can come together as an active force working for the achievement of excellence in the education of each child within the context of a school devoted to an accelerated education.
3. To provide support and resources to the school for the benefit and educational growth of the children.
4. To foster and encourage parent participation on all levels.
5. To further develop home–school–community relations.

Section 2. Rights and Responsibilities

The Association shall have the rights and responsibilities set forth in the New York City Department of Education’s pamphlet Parents Associations and the Schools and its implementing regulations, which are incorporated by reference in these By-Laws.

ARTICLE III

Membership

Section 1. Eligibility

1.1 Membership in the Association shall be limited to all parents (by birth and step parents), legally appointed guardians, foster parents, persons in a parental relation, and designated persons having a relationship to students currently attending The Anderson School (collectively hereinafter referred to as parent or parent(s)) and all teachers and educational

staff members currently employed on a full-time basis in The Anderson School (collectively hereinafter referred to as staff).

1.2 A list of eligible members shall be on file with the PTA Executive Board as provided by The Anderson School Principal. The rules of eligibility are described in the New York City Department of Education's Chancellor's Regulation A-660 (herein referred to as CR A660). The period of designation shall be from July 1 to June 30th and must be renewed each year.

1.3 In these By-Laws, the title of an Officer and Member-at-Large used in the singular refers to all Co-Office holders sharing responsibility for an office.

Section 2. Participation

2.1 All parents and staff are automatically Members of the Association.

2.2 A welcome document (by hardcopy in a handbook/letter and/or electronic form by e-mail) shall be issued at the beginning of the school year from the Association informing parents about the Association and shall encourage their participation.

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

2.4 Donations in the form of money, services, and time are all encouraged and accepted.

Section 3. Voting Privileges

3.1 Each Member shall be entitled to one vote. These votes shall be in person at meetings of the Association.

3.2 Voting by proxy, absentee ballot or email is prohibited.

3.3 Members deemed to have a conflict of interest as defined in the New York City Department of Education's pamphlet Parents Associations and the Schools (to be referred to as the Blue Book from now on) and the Chancellor's Regulations shall not be permitted to vote on restricted issues.

Section 4. Notice to Parents and Staff

4.1 At the beginning of each school year, the Association shall distribute a notice by hardcopy (e.g., letter, newsletter, handbook) and/or electronic means (e-mail) to all Members advising them of the information provided in this section, specifically membership and voluntary donation information.

4.2 Forms requesting parent interest in volunteering or participating in the Association shall be distributed to all Members at the beginning of each school year and to parents when children are registered after school begins.

ARTICLE IV

Meetings

Section 1. Schedule of General Membership Meetings

- 1.1 The General Membership Meetings of the Association shall be held on the third Friday of every month, September through June, at 8:30 AM, at The Anderson School according to a schedule that shall be published each September and shall be in accordance with the Chancellor's Regulations for PTA meetings. The executive board shall survey the parent members from time to time to determine whether the day and time should be changed.
- 1.2 If the meetings fall on a legal or religious holiday or for some other reason it is impracticable to meet, the meetings shall be shifted. In such instances, the meeting shall be held on another day as determined to be practical by the Executive Board. The Members shall be alerted to changes as early as possible by hardcopy and/or electronic media (e-mail).
- 1.3 The last meeting of the school year (June) shall be the Annual Meeting of the Association, at which time annual reports may be given by the Officers and Committee Chairpersons.

Section 2. Notices of Schedule of General Membership Meetings

- 2.1 A planned schedule of General Membership Meeting dates shall be prepared by the Executive Board for distribution prior to the first General Membership Meeting of the school year and issued in a school calendar. Hardcopies of the schedule shall be available at the first General Membership Meeting.
- 2.2 Written notice, by hardcopy and/or electronic media (e-mail), of each membership meeting shall be distributed in all applicable languages, as appropriate. A ten- calendar day notice shall be required prior to the scheduled meeting. The agenda of the meeting shall be included if it is known at the time the notice is sent. The date of distribution shall appear on all notices.
- 2.3 The form of all Association meeting notices can be hardcopy (e.g., letter, newsletter) and/or electronic media (e-mail).

Section 3. Attendance and Participation at General Membership Meetings

- 3.1 All Members of the Association are encouraged to attend and participate at General Membership Meetings subject to restrictions in these By-Laws.
- 3.2 All Members shall state their name and class or staff affiliation prior to addressing the General Membership. All non-Members may attend as observers and may speak and otherwise participate only at the discretion of the President.
- 3.3 All PTA meetings must be held in the school, except in extenuating circumstances. Under no circumstances are PTA meetings to be held in private residences.

- 3.4 All PTA meetings, including executive board and subcommittee meetings, must be open to the full membership of the PTA. Non-Members of the PTA may attend General Membership meetings as observers and may speak and otherwise participate only at the discretion of a Co-President or Meeting Chair. Non-members may attend Executive Board meetings only with approval of the Executive Board.
- 3.5 In the absence of all Co-Presidents, meetings will be chaired by the Secretary.

Section 4. Special Membership Meetings

- 4.1 Special Membership Meetings may be called to deal with a matter or matters of importance that cannot be held until the next General Membership Meeting. The President may call a Special Membership Meeting with a minimum of forty-eight hours' hardcopy (e.g., letter, newsletter) and/or electronic media (e-mail) notice to parents stating precisely what the topic of the meeting will be.
- 4.2 Upon receipt of a written request from five Association Members, the President must call a Special Membership Meeting within five school days of the request and with forty-eight hours' hardcopy (letter or newsletter) or electronic media (e-mail) notice to parents.

Section 5. Quorum – General Membership Meeting

- 5.1 The quorum for a general membership meeting shall consist of representation by at least eight (8) PTA members, including a minimum of two (2) executive board members and six (6) parent members.
- 5.2 No votes shall be taken unless a quorum of nineteen (19) Members of the Association is in attendance.

Section 6. Order of Business

- 6.1 The following order of business is recommended for all regular General Membership Meetings of the Association:
- Review and Approval of Minutes
 - Principal's Report
 - Committee, Task Group, and/or Member-at-Large Reports, if any
 - President's Report, if necessary
 - Adjournment
- 6.2 Changes to the order of business may be necessary due to the availability of presenters

Section 7. Documents Available at Meetings

- 7.1 Minutes of the previous General or Special Membership Meeting shall be available in written form at each General Membership Meeting.
- 7.2 The Minutes of the previous General or Special Membership Meeting shall be approved at the General Membership Meeting.
- 7.3 Sign-in sheets shall be provided for recording attendance at Association Meetings.
- 7.4 Copies of the Treasurer's current financial report will be available for examination.
- 7.5 A copy of these By-Laws shall be available at every General Membership Meeting. A copy (hardcopy and/or electronic) can be obtained upon request and adequate notice.

ARTICLE V

Elections

Section 1. Creation of the Nominating/Election Committee

- 1.1 The Nominating/Election Committee shall consist of two to five (2-5) Members that are selected by the Membership at the February General Membership Meeting. The majority must come from the General Membership, but out-going Officers and Committee Chairs may also serve on this Committee.
- 1.2 Members of the nominating committee are not eligible to run for office. An eligible Member of the nominating committee may be considered as a candidate if he/she resigns from the committee in writing as soon as the decision to run is made.
- 1.3 The Nominating/Election Committee shall choose one of its Members to serve as chair of the committee.
- 1.4 No person employed in The Anderson School who has children in The Anderson School shall be eligible to serve on the Nominating/Election Committee. Employees who do not have children currently enrolled at Anderson may serve on the Nominating/Election Committee.
- 1.5 A Nominating/Election Committee shall propose nominees for all Association offices and heads of standing committees, with the exception of the Kindergarten Members-at-Large.
- 1.6 If a Nominating/Election Committee is not/cannot be formed by the end of February, the executive board must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the by-laws. They may also seek assistance in conducting nominations and the election from the appropriate region/district presidents'

council and/or the district or regional superintendent of his/her representative by no later than the second Friday in June.

1.7 If at least two members of the association who are not running for office are not/cannot be identified to conduct the nomination and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the appropriate region/district presidents' council and/or the district or regional superintendent of his/her representative by no later than the second Friday in June.

1.8 The PTA Executive Board Elections will be held prior to the SLT Elections in accordance with Chancellors Regulation A-660

Section 2. Making Nominations

2.1 The Nominating/Election Committee shall solicit nominations for candidates for all positions, including officers, heads of standing committees, the Member-at-Large (SLT), and the other parent members of the SLT (but not the Kindergarten Members at-Large).

2.2 The Nominating Committee shall be responsible for reading and complying with the by-laws and the Chancellors Regulations regarding PTA elections and communicate to the Members at the March and April general meetings the process that will be followed including all relevant deadlines and voting dates.

2.3 The Committee shall confirm the desire and determine and verify the membership of all candidates before adding them to the slate of nominees.

2.4 The Committee shall report during the May General Membership Meeting the names of those candidates that have been gathered to date. An opportunity must be given at the May Meeting to get additional nominations from the floor. A date for the closing of nominations will be announced at the May General Meeting.

2.5 The nomination process shall be officially closed at least 14 days before the June General Membership Meeting. The Notice of the June General Membership Meeting and Slate of Nominees for the Executive Board shall be distributed to the General Membership and to the principal at least two (2) weeks prior to the June General Membership Meeting where the election will take place. The Slate of Nominees shall list all candidates in alphabetical order under the office for which they were nominated. The notice shall be in hardcopy and/or electronic notice (e-mail) form and shall be available in English and translated, as appropriate.

2.6 The Committee shall prepare ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election prior to the June meeting.

2.7 As required by Chancellor's Regulation A-660, the Principal will be notified of the date and time of the PTA election by May 1.

- 2.8 In accordance with Chancellor's Regulations eligible nominees may run and serve on both the PTA and SLT simultaneously.

Section 3. Electing the Executive Board [Except the Kindergarten Representatives and Budget Committee members]

- 3.1 As required by CR A660, the Nominating/Election Committee shall conduct the election during the period of time between the 20 school days after the fourth Monday in May and the third Friday in June.
- 3.2 The elections shall be scheduled to encourage maximum Member participation.
- 3.3 Each eligible Member of the Association is entitled to one vote in the elections.
- 3.4 The Association shall provide free childcare at the June General Membership Meeting when the election is held.
- 3.5 Names of candidates shall appear on the ballot under the title of the office for which they were nominated in alphabetical order.
- 3.6 Candidates are eligible to be nominated for more than one office. In the event that an individual is elected to serve in more than one position, he/she shall submit in writing to the nominating committee which position(s) he/she is declining. The candidate with the next highest number of votes shall then serve in the declined position(s).
- 3.7 In accordance with Chancellor's Regulation A-660 where an officer position has more than one co-officer, and there is more than one nominee for the position, the nominees must run as a slate.
- 3.8 During the election meeting, candidates will be provided with a brief 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.
- 3.9 The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA. This verification must occur prior to the distribution of ballots. Once a member's eligibility to vote has been verified, the Member will sign the attendance sheet, and then receive a ballot.
- 3.10 Ballots shall be printed with instructions in English and other languages, as appropriate.
- 3.11 Written ballots are required for contested elections. Candidates must be listed in alphabetical order by surname for all offices. Ballots must indicate if the candidates are running for president or co-president and co-presidents must be listed together and must be voted on as a slate. If other Board Members are running together (e.g., Co-Secretaries) they too must be listed together and voted on as a slate.

- 3.12 Each Member present at the meeting may vote for the maximum number of candidates (or, in cases where candidates are running as a slate, may vote for one slate per office) allowed to hold a particular Office. The candidate with the most votes for an office to be held by one person is elected to that Office. For any Office that may be filled by more than one person and where more than one are running, the candidates with the highest number of votes shall be elected to that office. In the event there is a tie vote, a run-off election between the candidates that tied shall be held. Ballots shall be counted immediately and in the presence of the Members.
- 3.13 When the tally of votes is complete, the Chair of the nominating committee shall announce the results of the election to the Membership and state that those results are official. The chairperson shall notify the Principal and Presidents' Council in writing about the results of the election by one week after the election.
- 3.14 The election must be certified by the Principal or his/her designee immediately following the election.
- 3.15 Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be retained on school premises for six months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
- 3.16 In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers.

Section 4. Installation of Officers

- 4.1 Installation of the newly elected Officers shall take place at the June General Membership Meeting.
- 4.2 The period from that meeting through July 31st shall be the transitional time when information and records are transferred from the outgoing Executive Board Members to the incoming Executive Board Members. 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 district or region Presidents' Council during this process.
- 4.2.1 Upon installation, all incoming Executive Board Members will be responsible for reading these by-laws and all Chancellor's Regulations governing PTAs.
- 4.3 The out-going Executive Board Members are encouraged to attend the first Executive Board meeting.

Section 5. Electing the Kindergarten Representatives

- 5.1 Nominations for the Kindergarten Representative positions (see Article VII for description) and budget committee members shall be made from the floor of the September General Membership Meeting.
- 5.2 The nominees shall be invited to the next Association Executive Board Meeting.
- 5.3 The Election shall take place at the October General Membership Meeting.

Section 6. Vacancies

- 6.1 Special expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Secretary and Treasurer). The Executive Board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty-eight hours prior to holding a special election process to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least forty-eight hours written notice to the membership or at a regularly scheduled General Meeting.
- 6.2 If no President or only one President was elected at the June General Membership Meeting and the need for a Co-President is established by that President-elect, the Executive Board-elect shall act as the Nominating/Election Committee and find other nominees. When one or two nominees are found, they shall be recommended by the Executive Board or nominated from the floor by the General Membership at the next General Membership Meeting with the election occurring at the following meeting.
- 6.3 The same process applies for filling any other open Executive Board Positions.
- 6.4 A vacancy caused by a resignation in any other office elected by the General Membership shall be filled by recommendation of the Executive Board and approved by the Membership at its next regular meeting. Officers who wish to resign their positions once an election has been certified must do so in writing to the Recording Secretary. In the event of the resignation of the Recording Secretary, the Officer must transfer all records to the President. Upon resignation of a co-officer, the PTA members must vote to determine if the remaining co-officer may fill the unexpired term on her/his own or whether an expedited election must be conducted.

ARTICLE VI

Executive Board

Section 1. Composition

- 1.1 The Members of the Executive Board shall consist of the elected Officers of the Association, Grade Representatives, and select Committee Chairs (see Articles VII and VIII for descriptions). The Association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning PTA.

1.2 Persons employed at The Anderson School who have children currently enrolled at The Anderson School or community school board members and or community and citywide education councils in the District 3 or Region 10 shall be ineligible to serve as an elected officer of the Association.

1.3 The composition of the executive board will take effect on July 1. The current Executive Board structure will remain in effect until this date.

Section 2. Responsibilities

2.1 Executive Board members, by accepting a position on the PTA Executive Board, agree to adhere to the policies and procedures adopted by the board, including but not limited to policies for handling cash, confidentiality, conflicts of interest, document retention and other policies as adopted by the Executive Board from time to time.

2.2 The Executive Board shall have the authority to spend up to \$5,000.00 in aggregate during any school year, without prior approval of or subsequent ratification by the Membership. If an expenditure is later submitted to and ratified by the General Membership, that expenditure will not reduce the Executive Board's aggregate spending authority for the school year and that expenditure amount will be added back into the Executive Board's aggregate spending authority for the school year. All such expenditures are to be reported by the Treasurer at the next General Membership Meeting.

2.3 Officers shall be required to attend all Executive Board Meetings unless a good and valid excuse is provided.

Section 3. Executive Board Meetings

3.1 Regular meetings of the Executive Board shall be held on the second Monday of the month at 6:30PM. The President(s) shall survey the Board from time to time to determine whether the day and time should be changed.

3.2 If the scheduled meeting falls on a date that is a legal or religious holiday or for some other reason is not a practical date for the meeting, the meeting shall be shifted to another date/time. The changed date/time shall be provided to all Executive Board Members as early as possible and a notice posted for the General Membership's information.

3.3 A planned schedule of Executive Board Meeting dates shall be prepared by the Board and distributed at the first General Membership Meeting of the school year.

3.4 The President(s) may call a special meeting of the Executive Board with a minimum of twenty-four hours' telephone, hardcopy, and/or electronic (email) notice to Executive Board Members.

3.5 Upon the written request of at least three Executive Board Members, the President must call an Executive Board Meeting within five days after receipt of the request.

Section 4. Voting

- 4.1 With limited exceptions detailed in Article VII, each Member of the Executive Board of the Association shall have equal status with one vote on the Executive Board.
- 4.2 Where an Officer position has more than one Co-Officer, each of the Co-Officers has a vote.
- 4.3 All votes of the Executive Board will be decided by a majority vote of the Executive Board members who are present at this meeting.

Section 5. Quorum

- 5.1 A meeting of the Executive Board can begin once seven (7) of the Members are present.
- 5.2 No votes can occur until a majority of the Members of the Executive Board are present.

Section 6. Disciplinary Action

- 6.1 Non-excused absences from Meetings of Executive Board Members.
- (a) Upon the recommendation of the Executive Board or the motion of a Member and two-thirds (2/3) vote of the Membership, any Officer who fails to attend three (3) consecutive Board Meetings without good cause following written notice from the President(s) shall be removed from Office.
- (b) The Association's notice and agenda must cite that a vote will be taken by the Membership as a disciplinary action against an Executive Board Member.
- 6.2 Misconduct or Neglect of Duty By Executive Board Members
- (a) A motion to appoint a Review Committee to review the possible misconduct or neglect of duty of one or more Executive Board Members may be presented by any Member during any Meeting of the Association. The motion must be approved by majority vote of the General Membership present.
- (b) The majority of the Review Committee must be comprised from the General Membership. Executive Board Members against whom charges are being contemplated may not serve on the Review Committee.
- (c) The Review Committee must investigate, examine, and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact finding review. The Review Committee must consider all pertinent facts and information gathered. The Officer(s) against whom the action is being taken has the right to present relevant facts, documents, and witnesses.

(d) 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.

(e) The Association'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).

(f): Any Executive Board member subject to such Review as described in Sect. 6.2(a) thru Sect. 6.2(e) above shall be considered suspended from the Executive Board upon formation of the Review Committee, and shall remain suspended until resolution of the matter as described in Sect. 6.2(e). Suspension may include the removal of access to PTA-owned email accounts, Google groups, and other PTA property at the discretion of the President or other mandatory Officer (as the term is used in Chancellor's Regulation A-660, to include the Secretary and Treasurer along with the President). In addition, with prior notice to the School Principal and/or Assistant Principal, any PTA mandatory Officer may initiate the temporary revocation of any Executive Board member's access to PTA-owned email accounts or other property if a mandatory Officer(s) becomes aware that the Executive Board member in question has engaged in potential misconduct. The decision to revoke such access must be ratified by a majority of the Executive Board within sixty (60) calendar days.

ARTICLE VII

Officers and Members-at-Large

Section 1. Titles

1.1 The Officers and Members-at-Large of the Association shall be:

President, up to a total of 3 Co-Presidents

Vice Presidents, as follows:

Vice President, Fundraising (up to 3 positions)

Vice President, Auction (up to 2 positions)

Vice President, Direct Appeal (1 position)

Vice President, Parent Involvement (1 position)

Vice President, Communications (up to 2 positions)

Vice President, Community Affairs (up to 2 positions)

Vice President, Hospitality/Welcoming (1 position)

Recording Secretary (1 position, with 1 alternate)

Treasurer up to 5 positions (2 Co-treasurers and 3 Assistant Treasurers, or 1 Treasurer and up to 4 Assistant Treasurers.) The Co-Treasurers and/or Assistant Treasurers may be listed as a slate. Not more than two of these officers shall be responsible for the confidential recording of direct appeal and auction donations.

Grade Representatives (up to 19) 1 or 2 representative for each grade, 2 or 3 for K; Only 1 vote per grade in instances where grades are represented by 2 persons.

1.2 Every effort should be made to have representation on the Executive Board by parents of students in grades K-8.

1.3 The responsibility of each Office held by more than one person is to be shared.

Section 2. Term of Office

2.1 The term of office for all Officers shall be one year from July 1 through June 30 of the following year. If any Offices are not filled until the fall, the term of Office for any Officers elected in the fall shall start as soon as they are elected and go through June 30 of the following year. The period of time from July 1 to July 31 shall serve as the period during which outgoing officers provide incoming officers with all materials and records for their position and transition the responsibilities of the office.

2.2 The Kindergarten Grade representatives shall be nominated at the September General Membership meeting or absent a candidate, at any time prior to the October meeting via e-mail, and elected for a one-year term at the October General Membership meeting.

2.3 The Budget Committee Members shall be nominated at the September General Membership meeting or absent a candidate, at any time prior to the October meeting via e-mail, and elected for a one-year term at the October General Membership meeting.

2.4 Any new positions created will be filled by an expedited election by the General Membership.

Section 3. Eligibility

3.1 Eligibility for Office is limited to parent Members of the Association who are not employed in the school.

Section 4. Duties of Officers

4.1 **President:** The President shall preside at all meetings of the Association and shall be an ex-officio Member of all committees except the Nominating Committee and the Audit Committee. The President shall be the Association's representative to the District Presidents' Council (although another Officer or non-board member who is acknowledged by the PTA membership and duly noted in the minutes of the PTA general meeting may attend the meetings for the President). The President is required to serve as a Core Member of the School Leadership Team and regularly attend meetings. In the case of co-presidents, the remaining PTA Officers, in concert with the co-presidents shall determine which co-president will serve as the mandatory member of the SLT (although another Officer or non-board member who is acknowledged by the PTA membership and duly noted in the minutes of the PTA general meeting may attend the meetings for the President). A President shall approve the agenda and lead or designate a leader for all Executive Board and General Meetings.

The President shall work with SLT to establish or revise bylaws.

The President shall serve as a selector for the parent seats on the Community and Citywide Education Councils. The President shall have bottom line, overall responsibility for all PTA Officer functions. The President shall also oversee generally the activities of the Kindergarten Grade representatives. A President may serve as one of at least three co-signatories on the Association's checks.

- 4.2 **Vice-President, Fundraising:** shall: (a) assist the President and other Vice Presidents; (b) jointly assume—together with any other available Vice Presidents—the duties of President in the President's absence or at the President's request; (c) support the Treasurer and Chair of the Budget Committee on financial issues; (d) oversee all fundraising activities of the Association, and, specifically, the establishment of a sufficient committee structure (see Art. VIII, Sects. 3 and 7, regarding the Fundraising and Grants Committees) to ensure adequate planning and execution of all Association fundraising events (with the exception of the Annual Auction and Direct Appeal), solicitations, and grant-writing efforts; (e) may consult with the SLT regarding any curriculum-based initiatives of the Association for which fundraising would be appropriate; and (f) A VP Fundraising may serve as one of at least three co-signatories on the Association's checks.
- 4.3 **Vice-President, Auction:** shall: (a) assist the President and other Vice Presidents, check in regularly with Executive Board; and (b) assume responsibility for running a successful Auction.
- 4.4 **Vice-President, Direct Appeal:** shall: (a) assist the President and other Vice Presidents, check in regularly with Executive Board; and (b) assume responsibility for running a successful Direct Appeal.
- 4.5 **Vice President, Parent Involvement:** shall: (a) assist the President and the other Vice Presidents; (b) oversee the Association's efforts to engage parents as volunteers, and specifically, the establishment of a sufficient committee structure to ensure that the Association is able to reach out to parents to learn their particular interests and areas of expertise, and to then encourage them to become members of the Association and to volunteer their time or services to the school; (c) to guide the parent engagement section of Meet the Teacher Night; (d) as determined by the needs of the school, shall encourage each class to elect class parent(s), an auction rep., a class treasurer, a class Green representative and other reps; (e) maintain records or a database of school-wide volunteers and make these records &/or database available to all fundraising and event chairs & other members of the PTA and support their efforts to source and organize volunteers as necessary.
- 4.6 **Vice President, Communications:** shall: (a) assist the President and the other Vice Presidents; (b) jointly assume—together with any other available Vice Presidents—the duties of the President in the President's absence or at the President's request; (c) prepare and distribute notices of all Association meetings and other Association communications to the Membership; (d) keep the Association's bulletin board current; and (e) consult with the Chair of the Nominating Committee to ensure that information relating to upcoming Association meetings, and regarding vacancies for Association Officers, is disseminated in a timely manner to the parent body; and (f) oversee the Association's efforts to share

information with school families and to publish written materials, and specifically, the establishment of a sufficient committee structure (see Art. VIII, Sect. 5) to ensure (i) the maintenance and updating of an Anderson School website; (ii) the appropriate use of e-mail systems for communication with the parent body; (iii) the publication and distribution to families of a school newsletter; and (iv) the publication of a student yearbook and/or creative arts journal; and (g) maintenance and accuracy of the school events calendar in concert with the Parent Coordinator and the School Administration.

- 4.7 **Vice President, Community Affairs:** shall: (a) assist the President and the other Vice Presidents; (b) jointly assume—together with any other available Vice Presidents—the duties of the President in the President’s absence or at the President’s request; (c) be responsible for representing or finding others to represent the Anderson School and report on meetings of the Presidents' Council, CEC, Building Council and other relevant community-based meetings and forums; (d) organize community outreach programs and events, including but not limited to sister school programs (i.e. Halloween Costume Drive) and (e) promote the school in diverse communities in the City.
- 4.8 **Vice President, Hospitality/Welcoming:** shall (a) assist the President and the other Vice Presidents; (b) organize members of the Hospitality/Welcoming Committee as recruited by Parent Involvement; (c) plan events including but not limited to Welcome Back Picnic, Meet and Greet on Meet the Teacher Night, Teacher Luncheons/Snacks for Parent Teacher Conferences and Meet the Teacher Night, Open Houses for prospective families, Teacher Appreciation Week, New Parent Welcome Party, Incoming Kindergarten Class Orientation, and the Anderson Buddy Program; (d) ensure that events are adequately staffed through direct communication with Parent Involvement and Administration.
- 4.9 **Recording Secretary:** shall: (a) maintain the official record of the proceedings and actions of all Association Meetings and votes including but not limited to any notices, agendas, sign-in sheets, and material distributed at all meetings; (b) make available a sign-in sheet at each Association meeting; (c) prepare minutes of each Association meeting in time for review and adoption at the next appropriate meeting, and make minutes available upon request; (d) maintain custody of the books and reports pertaining to the Association, except those of the treasurer; (e) maintain a log of all amendments to the By-Laws and shall ensure that a copy of each is on file in the Principal’s office; (f) serve as a selector for the parent seats on the Community and Citywide Education Councils; and (g) record the mail received by the Association and prepare responses or correspondence at the request of the Executive Board and/or the President; and (h) chair meetings when all Presidents are absent.
- 4.10 **The Treasurer:** shall be responsible for all financial affairs and funds of the association. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures. The Treasurer shall adhere to and implement all financial and confidentiality procedures established by the Association. The Treasurer shall be prepared to present and provide copies of financial reports for examination at every executive board and membership meeting. This report should include a statement of income/receipts and expenditures/disbursements for the reporting period. The Treasurer shall also prepare and distribute the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and

for audit. The Treasurer shall prepare all financial records and assist with the June/July transfer of all PTA records to the incoming Executive Board.

Treasurer: shall: (a) maintain and be responsible for the transfer of Association monies to the bank accounts of the Association; (b) maintain all deposit slips with appropriate identification of funds; (c) maintain an updated, orderly, detailed and complete record of income and expenditures, broken down by budget category; (d) be one of the signatories on Association checks; (e) prepare financial reports and attend all development seminars as required by Department of Education policy and regulations; (f) serve as a selector for the parent seats on the Community and Citywide Education Councils; and (g) prepare a report on the Association's financial status that is understandable to non-accountants and is made available for examination at all General Membership Meetings.

- 4.11 **Grade Representatives (up to 2) for each grade:** shall: (a) be a parent of a student in the grade they represent on the PTA Executive Board and will attend PTA Executive Meetings as well as PTA General Membership Meetings. If they are unable to attend said meetings, the Grade Representative shall send another parent of a student in their grade in their place and stead; (b) These members will bring their grade's concerns to the PTA meetings and/or Executive Board and coordinate the parents from their grades to carry out assigned duties of fundraising or other tasks that the Co- Presidents, Co-Vice Presidents of Fundraising and Vice President of Auction think appropriate for their grade; (c) The Grade Rep may share the responsibility of Welcome Committee and Hospitality Committee; (d) The Grade Rep shall communicate with the parents of the grade to advise of upcoming PTA meetings, votes, events and school functions; (e) The Grade Rep may coordinate with Class Parents as necessary for more targeted messaging.
- 4.12 **Kindergarten Grade representatives (3)** shall: (a) be a parent of a Kindergarten student at the Anderson School who will attend PTA Executive Board Meetings and General Membership Meetings. If they are unable to attend said meetings, the Kindergarten Grade Representative shall send another kindergarten parent in their place and stead; (b) bring to the PTA Executive Board the Kindergarten parents' concerns that are within the responsibilities of the PTA; and (c) coordinate the K picnic and orientation with help from the Welcoming Committee and to help get the other Kindergarten parents involved with this K Welcome Day. These roles are for a parent of each K class interested in getting involved in the PTA leadership.

Section 5. Parent Representatives on the SLT

- 5.1 There shall be three Parent Representatives to the School Leadership Team (SLT). Every effort should be made to have grades K-2, 3-5, and 6-8 represented among these parents.
- 5.1.1 In keeping with the Chancellor's regulations, there may also be additional SLT Members-at-Large positions as the number of parent members on the SLT must be equal to the number of staff positions. These positions will be filled through the regular election process (with proper notification) at the next scheduled PTA meeting.

- 5.2 The Parent Representatives to the SLT shall be elected in June for two-year terms. Where possible, at least one position shall be filled in even-numbered years, and at least one position shall be filled in odd-numbered years to allow for some continuity on the SLT.

Section 6. List of Executive Board Members

The PTA executive board shall make available to the general membership a list of elected PTA officers. The list shall include names and either a personal phone number or email address where parents may contact officers. The list shall not include officers' home addresses.

ARTICLE VIII

Committees

All Committee Chairs shall schedule meetings as necessary and notify committee members; schedule, organize, and manage the required activities of the committee; create sub-committees; maintain accurate records of all activities, income, and expenses; and be prepared to report monthly to the Executive Board and General Membership. Committee Chairs and Committee Members shall adhere to and implement all financial and confidentiality procedures established by the Association.

Section 1. Parent Involvement Committee

- 1.1 The Parent Involvement Committee is responsible for collecting volunteer forms from Members. It shall keep a record of potential volunteers and support all PTA efforts to recruit volunteers for various events throughout the year
- 1.2 The committee will coordinate parent involvement functions on "Meet the Teacher Night" including but not limited to:
- 1.2.1 Identification of a parent for each classroom to lead the presentation and election
 - 1.2.2 Provide the instructional materials for each of these parent leaders including "how to run the selection process", a list of available positions, parent decisions for class funds and an overview of the PTA and committees
 - 1.2.3 Provide job descriptions for each elected position including class parent, treasurer etc.
 - 1.2.4 Supervision of selections and documentation of results
- 1.3 The committee shall encourage all Association Members to be involved as volunteers and to participate in Association activities and special programs for parents.
- 1.4 The committee shall ensure that copies of Parent Associations and the Schools, as well as the Association's By-Laws, are available to all parents and shall seek to provide information and assistance to parents.

1.5 The Vice-President, Parent Involvement shall be the Chair of the Parent Involvement Committee.

Section 2. Budget Committee

2.1 The Budget Committee shall be responsible for drafting a proposed budget each spring for approval by the Membership and a written review of the prior year's budget, both of which must be presented at the May General Membership Meeting.

2.2 To ensure continuity, the Budget Co-chairs shall be encouraged to serve overlapping 2-year terms. Where possible, at least one position shall be filled in even-numbered years, and at least one position shall be filled in odd-numbered years.

2.3 Budget committee co-chairs shall be officers and members of the executive board to be elected as part of the annual PTA elections process.

2.4 The Treasurer may be a Member of the Budget Committee. The elected Chair of the Budget Committee may not be the Treasurer.

2.5 The Budget Committee shall include the following representatives, to be elected as part of the annual PTA elections process:

2.5.1 2 reps for each of the following grade groupings: a. K-2, b. 3-5, c. 6-8

Section 3. Fundraising Committee

3.1 The Fundraising Committee shall plan and execute all fundraising activities recommended and approved by the Executive Board and approved by the General Membership. The committee shall collect all monies from such activities, record the income, and turn over all funds to the treasurer for deposit. At the next General Membership Meeting following a fundraising activity, the committee heads shall report all income, expenditures, and profit from that activity and shall prepare a written report pursuant to Parent Associations and the Schools. See also Article IX, Section 4 of these By-Laws.

3.2 The Vice-Presidents, Fundraising shall be the Chairs of the Fundraising Committee.

Section 4. Communications Committee

4.1 The Communications Committee shall be responsible for facilitating and implementing communications between the PTA and the parents and staff. One of the duties of the committee is the publishing of a school newsletter to all parents and staff.

The newsletter shall contain items such as:

- Messages from the Principal and Association President;
- a list of incoming Executive Board Members;
- a list of upcoming Executive Board and General Membership Meeting dates;

-- information concerning the election of Officers, student and parent events, and the school policies; and any other such material deemed appropriate by the Association or Chair.

4.2 The Communications Committee shall assist, as needed, with the development, maintenance and updating of an Anderson School website; the determination of appropriate e-mail systems for use in communication with the parent body; and the publication of a student yearbook and/or creative arts journal.

4.3 The Vice President, Communications shall be the Chair of the Communications Committee.

Section 5. Community Affairs Committee

5.1 The Community Affairs Committee shall represent the Anderson School and report on meetings of the Presidents' Council, CEC, Building Council and other relevant community-based meetings and forums.

5.2 The Community Affairs Committee shall promote the school in diverse communities throughout the City and shall organize community outreach programs with other schools within the City (i.e. Halloween Costume Drive)

5.3 The Vice President, Community Affairs Committee shall be the Chair of the Community Affairs Committee.

Section 6. Grants Committee

6.1 The Grants Committee shall be responsible for seeking and completing applications for grants for programs that will benefit the children, staff, or families of The Anderson School. This shall be an appointed position by direction of the Executive Board.

6.2 The Vice President, Fundraising may be the Chair of the Grants Committee, but is not required to be.

Section 7. Joint Schools Committee

7.1 Where there is more than one school in the same building, each school's PTA is required to establish a joint committee to deal with matters of common concern, such as safety and space utilization. This committee has the right to consult with the school-building principals on building issues, including but not limited to matters affecting the health and welfare of the students.

7.2 If the Anderson School is located in the same building as any other school, then, after consultation with the leadership of the other school's PA(s)/PTA(s), the Executive Board shall determine the number of members of the Association that should serve on the Joint Schools Committee. The Executive Board, with the approval of the Membership, shall appoint the

Association members of the Joint Schools Committee. The members may include any eligible members of the Association, including officers and members of other committees.

Section 8. Ad Hoc Task Groups

- 8.1 When an issue or situation arises that necessitates the establishment of a task group, the Executive Board or General Membership may form an ad hoc task group to meet that need.
- 8.2 The President, with the approval of the Executive Board or Membership, shall appoint the head or heads of each Ad Hoc Task Group.
- 8.3 The Chairs of Ad Hoc Task Groups shall not be entitled to be Members of the Executive Board for this role. A Member who is on the Executive Board for a different role may also be a Chair of an Ad Hoc Task Group.
- 8.4 Ad Hoc Task Groups shall be dissolved when the need no longer exists by majority vote of the Executive Board or General Membership.

Section 9. Hospitality/Welcoming Committee

- 9.1 The Vice President, Hospitality/Welcoming shall be the Chair of the Hospitality/Welcoming Committee.
- 9.2 The committee will organize teacher events including the Meet and Greet prior to Meet the Teacher Night, Teacher Luncheons/Snacks for Parent Teacher Conferences and Meet the Teacher Night, and events for Teacher Appreciation Week.
- 9.3 The committee will organize and staff school tours and open houses for prospective families, both for Anderson Elementary School and Anderson Middle School.
- 9.2 The committee will plan and execute welcome events including the September Welcome Back Picnic and the June New Parent Welcome Event. The committee will also assist Kindergarten Grade Representatives for the incoming Kindergarten Class Orientation.
- 9.3 The committee will reach out to current Kindergarten parents in June to participate in the Anderson Buddy Program. The committee will then pair current parents with new incoming families to coordinate plans for the summer.

Section 10. Auction Committee

- 10.1 An Auction Committee may contain up to 4 auction co-chairs, with the Chair of the Committee being the Vice President of Auction.
- 10.2 A budget of anticipated auction expenses should be submitted in writing to the Budget Committee in the fall.

- 10.3 If there are substantial changes in budget, i.e., +/- 20% of budget or more after initial presentation, changes should be submitted to EB for approval.
- 10.4 The Executive Board should be notified of the date of the event by email or at Executive Board meeting before contract for venue is signed.

Section 12. Yearbook Committee

Vice President, Communications shall be the Chair of the Yearbook Committee or appoint a designee.

ARTICLE IX

Financial Affairs

Section 1. Fiscal Year

- 1.1 The fiscal year of the association shall run from August 1 through July 31.
- 1.2 Activities conducted by the Association related to fundraising shall follow the same fiscal year schedule.
- 1.3 Any bills or deposits that arrive after that date shall count toward the following year's records.

Section 2. Signatories

- 2.1 At least 2 persons, in addition to the Treasurer, shall be authorized to sign checks. Such persons may be: the president or co-presidents, any of the vice-presidents. All checks shall require at least two signatures. Signatories shall not be related by blood, marriage or reside in the same household.
- 2.2 The signatories shall be determined after the elections at the June General PTA meeting, and the appropriate paperwork shall be completed at the bank for the signature cards to be in effect for the start of their office.
- 2.3 Past signature cards shall be made null and void when the new signature cards are put into effect.

Section 3. Budget

- 3.1 The Budget Committee shall be responsible for:
 - (a) preparing a proposed PTA budget for adoption by the Membership in the spring at a General Membership Meeting and distributing copies of the proposed Budget or Amendments with every effort for this distribution to be at least one month in advance of the vote.

(b) soliciting input from the SLT, grade representation, the administration and taking the input into account when creating the proposed budget in conjunction with the Treasurer(s).

(c) a detailed review at the May General Membership meeting of year to date actuals and projected revenues and expenditures of the PTA.

(d) presenting all proposed budgets for approval by the Executive Board prior to any presentation to the General Membership.

(e) submitting the budget to the Principal upon approval by the PTA membership.

3.2 The PTA budget may be amended by vote of the General Membership at any General Membership Meeting with at least 5 days notice in advance that a vote will be taken on these amendments, after having been agreed upon first by the Budget Committee.

3.3 Except as per Article VI, Section 2.2, all expenditures not included in the budget at the time of its adoption must be approved by resolution of the Membership.

The Budget Committee may establish limits on projected overages requiring prior approval by a vote of the General Membership, and may adjust those limits as circumstances require (unless the Executive Board uses its aggregate spending authority to authorize the expenditure).

3.4 The General Membership shall be informed of any budget items increased or added in association with the previous paragraph at the next General Membership Meeting.

3.5 The Executive Board may authorize expenditures up to the amount of each budget line item of the budget adopted at the May General Membership Meeting unless authorized by 3.3 or 3.6 of this section.

3.6 The Executive Board will review and vote to accept or reject all directed donations in kind and monetary, which fall outside of the approved budget.

Section 4. Fundraising

4.1 The Fundraising Committee shall be responsible for researching and presenting to the Membership, as part of the annual budget presentation in the spring, all information and data relevant to proposed fundraisers for the following year. Fundraising activities must be in compliance with CR A660. The Fundraising Committee may propose additional fundraisers at any time during the year. The Membership shall vote to approve all fundraisers and their initial budget prior to the signing of contracts or agreements and pursuant to planning with the Principal of all fundraisers involving students during school hours

4.2 Upon approval of the Membership, the Fundraising Committee shall be responsible for all arrangements, notices, committee assignments, and other logistical details in preparation for the activity.

4.3 The Fundraising Committee shall be responsible for keeping events within the budget allotted.

4.4 If expenses for a specific event need to exceed the budget, the issue must be presented to the Executive Board and/or the General Membership as restricted by other sections of these By-Laws.

4.5 At all scheduled PTA fundraising events, the Fundraising Committee shall ensure that at least 2 persons unrelated by blood, marriage or as a member of the same household, shall be present to collect, count, tally, and record all monies received prior to leaving the event. And one of the 2 persons shall be a Treasurer or his/her designated representative. All requests for payments must be supported by acceptable documentation as stipulated by the Treasurer.

4.6 The Treasurer and Assistant Treasurer or their designated representatives shall arrange to deposit all cash collected in a Parents of P.S. 334, Inc. bank account no later than the next business day following the fundraiser, when possible. Deposit slips shall identify the source of all monies deposited, i.e., cash, check or money order.

4.7 The head of each fundraising event shall prepare a report in writing of each fundraiser (see Chancellor's Regulation A-660 for format), distribute to the membership at the next General Membership meeting, and file in the Principal's office.

4.8 All disbursements of funds raised must be based on acceptable supporting documents as stipulated by the Treasurer. Should the Treasurer reject the validity of any receipt or documentation, the Treasurer should refer the matter to the Executive Board, which shall approve or deny the request.

4.9 Writing checks to petty cash or cash is prohibited.

4.10. The use of withdrawal slips, ATM cards and online payments to vendors is prohibited.

Section 5. Audit

5.1 At the April General Membership Meeting, the President shall request volunteers to form an Audit Committee of three persons, who will also serve in such capacity for the following school year. Executive Board Members, other than those who are check signatories, may serve.

5.2 The Audit Committee shall perform regular reconciliations at least annually, of the bank statements to the records of the Association's fundraising events, both the receipt of funds and the expenditure of funds.

5.3 Per the Federal regulations dictated by 501(c)(3) status, if an external audit is required, the audit committee shall assist in the selection of an independent auditor, who is not affiliated with PS 334 in any manner. Auditor shall prepare an audit of all financial affairs of the organization. The Audit Committee shall oversee the external audit of all financial affairs of the Association with the help of the Treasurer(s) and Assistant Treasurer(s), who shall make

all books and records available to the committee and the external auditor. External Audit for these purposes is defined as an independent auditor.

5.4 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 By-Law provisions for the expenditure of funds.

5.5 The Audit Committee shall present the written report prepared by the independent auditor to the membership upon completion of their review, as applicable. This report and any audit committee reports or findings shall be included for review and discussion during the June transfer of records.

5.6 If there are no eligible PTA members who volunteer to serve on the Audit Committee in any given fiscal year, the Association must pay for an independent auditor to fulfill the Audit Committee role.

Section 6. Financial Accounting

6.1 The Treasurer shall prepare an interim financial accounting as of January 31 and an annual financial accounting for the year ended July 31 of all income and expenditures.

6.2 A copy of the accounting or a summary thereof must be filed in the Principal's office and made available to all parents at the next respective General Membership Meeting.

6.3 A copy of the fundraising records of the Association shall be maintained on file in the school.

6.4 Upon written request identifying items to be reviewed, any Association Member shall be provided the information within one month of request. The review shall take place in the presence of at least three Executive Board Members with a sign-in sheet identifying who was in attendance and what materials were reviewed.

ARTICLE X

Confidentiality

In many of these positions, both Board Members and Committee Members will routinely come into contact with personal and financial information that requires confidentiality. Specific roles will deal with this information on a regular basis and those individuals who are either elected or appointed will be required to sign an annual confidentiality agreement to safeguard the privacy and personal data of our community. Specifically, treasurers and fundraisers dealing with the Direct Appeal and the Annual Auction must sign this documentation. In addition, Communications Coordinators managing personally identifiable information (PII) are also required to execute this agreement. Others will be asked to sign at the discretion of their Committee Chairs or by request of one of the Executive Board Members.

Collecting and maintaining these documents will be the responsibility of the Treasurer.

ARTICLE XI

Parliamentary Authority

All procedural questions not covered by these By-Laws shall be governed by Robert's Rules of Order, provided they are not inconsistent with law, policy, regulation, or these By-Laws.

ARTICLE XII

By-Laws

Section 1. Amending the By-Laws

1.1 These By-Laws may be amended at any regular General Membership Meeting of the Association by a two-thirds vote of the Members present. Any PTA member may present a motion at a general membership meeting to amend a provision of these By-laws that is not in compliance with the Chancellor's Regulations A-660 as specified on the Department of Education website. Amendments that bring the By-laws into compliance must be voted on immediately after the motion is presented.

1.2 If the amendment concerns issues not related to bringing these By-Laws into compliance, the amendment must be presented to the Membership at the meeting prior to the vote being taken. The notice of the meeting at which the amendment is to be voted upon must either contain the text of the amendment or advise Members where a copy may be obtained.

1.3 Amendments are effective immediately unless otherwise stated in the motion.

Section 2. Reviewing the By-Laws

A thorough review of these By-Laws shall be conducted at least every three years.