

**Bylaws  
of  
The Parent Teachers Association  
of  
Intermediate School 318**

APPROVED BY THE MEMBERSHIP ON June 8 2021

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer's Name

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Officer's Title

\_\_\_\_\_  
Date

## **Article I - Name**

The name of the association shall be the Parent Teachers Association of I.S. 318.

## **Article 2- Objectives**

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

## **Article 3- Membership**

### Section 1 Eligibility

Parents of students currently attending I.S 318 are automatically members of the PTA. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending I.S.318. Parents of a child who is attending I.S. 318 full time while on the register of a citywide program are eligible to be members of the PTA. 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.

Membership also includes all teachers and paraprofessionals employed at the School

### Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation of their Choice.

### Section 3 Voting Privileges:

Each parent of a child currently enrolled at I.S. 318 shall be entitled to one vote. Each teacher and paraprofessionals currently employed at the school shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

## Article IV - Officers

### Section 1 Titles

The officers of the association shall be: president, vice 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 qualifications for any office other than to be a parent of a child attending I.S. 318.

### Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office. Term limits for each officer position of the association shall be a one year term. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

### Section 3 Duties of Officers

**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. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board

**Recording Secretary:** The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of all association records to the incoming executive board. In the absence of a membership committee, the recording secretary, or a general membership designee of the recording secretary, shall assume the responsibilities of this committee.

**Treasurer:** 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 on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board. In the absence of a budget committee, the treasurer, or a general membership designee of the treasurer, shall assume the responsibilities of this committee.

**Vice President:** (Non Mandatory Role) The vice-president shall assist the president and shall assume the president's duties in his/her absence or at the president's request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of association records to the incoming executive board.

**Volunteer Coordinator:** (Non Mandatory Role) The Volunteer Coordinator shall assist the executive board with family outreach, helping to manage elements of volunteering at PTA lead events, workshops, meetings and fundraisers.

**Technical Coordinator:** (Non Mandatory Role) The Technical Coordinator shall assist the association with digital organization of records, assist the association with maintenance of digital social media platforms and be the liaison between the association and any school based committee in charge of school website(s).

#### Section 4 Election of Officers

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 bylaws can designate one or more non-mandatory officer positions to be elected each Fall. The bylaws must provide the date and process for the fall election. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1.

Employees of I.S.318 may not serve as officers of the executive board. This restriction applies equally to employees who have a child currently attending I.S.318.

4.1. **Nominating Committee:** A nominating committee must be established during the May general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at I.S.318 shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. 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 include the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self-nominations, be given and then nominations officially closed at a predetermined time in writing to the general membership.
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her 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.

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

4.3 Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
- 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.
- Ballots must not be removed from the school. The association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

#### 4.4 Uncontested Elections:

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

#### 4.5 Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be: president, vice president, treasurer and recording secretary.

#### 4.6 Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice 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 4.3 of these bylaws.

### Section 5 Education Council Selectors

In the case of co-presidents, co-recording secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

### Section 6 June Transfer of Records

All PTA Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. 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.

### Section 7 Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the general memberships consideration.

Association officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The associations notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

## **Article V - Executive Board**

### Section 1 Composition

The executive board shall be composed of the elected officers of the association. The executive board also includes chairpersons of standing committees. Officers shall be expected to attend all executive board meetings.

### Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first Friday of every month at 8 am unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Friday. In the case that a morning meeting is not able to be met by the majority of the executive board, another date and time may be made for the monthly meeting. Ten day notice in writing must be given to all members of such change.

### Section 3 Voting

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

### Section 4 Quorum

Two (2) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

## **Article VI - General Membership Meeting**

### Section 1 General Membership Meetings

1.1. The general membership meetings of the association shall be held monthly, September through June, on the 3rd or 4th Tuesday or Friday with day and evening meeting scheduled to accommodate all general members as determined by the executive board. 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 ten calendar days prior to the scheduled meeting.

1.2. All meetings, including committee and executive board meetings must be held in the association's home school. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

1.3. All eligible members may attend and participate in general membership meetings.

1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

### Section 2 Order of Business

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

- Call to Order
- Address questions regarding prior Minutes, when applicable
- President's Report, to include SLT Report
- Treasurer's Report
- Principal's Report
- Committee Reports, when applicable
- Old Business
- New Business
- Adjournment

### Section 3 Quorum

The quorum for a general membership meeting must consist of representation by at least 8 association members, including a minimum of 2 executive board members and 6 parent members. Members of the association shall be required in order to conduct official association business.



## Section 4 Minutes

Minutes of the previous meeting shall be available in written form and any questions regarding such minutes shall be discussed. The minutes of any association meeting must be made available to any member upon request.

## Section 5 Special Membership Meetings

5.1 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.

5.2 Upon receipt of a written request from five (5) 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.

## Section 6 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**

### Section 1 Standing Committees

1.1 The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following:

Advisory: The advisory committee shall be comprised of general membership participants who have been past executive board officers or who are knowledgeable in areas that will help the association, including but not limited to law, accounting, printing, marketing, fundraising, design (interior or graphic). These members will act as advisory to the executive board officers and may act on behalf of the executive board officers if delegated by the association's president, or vice-president assuming the president's duties in his/her absence or at the president's request.

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the association. The committee shall also maintain any established forms of communication within the association such as school-based websites or association created social media unless these forms of communication are voted by the general membership to be not needed. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Audit: The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

## **Article VIII - Financial Affairs**

### Section 1 Fiscal Year

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

### Section 2 Signatories

The president, vice president and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

## Section 3 Budget

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

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.
- The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least 2 association members. 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.
- The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
- 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.)

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

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

3.4 The executive board is authorized to make expenditures not to exceed \$500.00 with a two-thirds approval of the executive board. These expenditures must be directly related to goals set forth from the association. 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.

## Section 4 Audit

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

4.2 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.

4.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and insuring compliance with bylaw provisions for the transaction of funds.

4.4 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.

## Section 5 Financial Accounting

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

5.2 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 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 May 23, 2014.

## **Article X - Social Media**

### Section 1 Purpose

The executive board at its discretion shall use social media channels such as You Tube, Twitter, Instagram, Facebook to increase membership, communicate with members, potential members, fundraise, and increase positive exposure by allowing the association to share videos, post information, display pictures, promote PTA, receive feedback, network and harvest positive school spirit.

### Section 2 Roles

The executive board shall designate a minimum of two executive board members to approve content published on any media channel. The board shall not entrust anyone outside of the executive board such as a sub-committee with management of any media channels.

### Section 3 Content and Messaging

3.1 Content shall help foster, grow and develop ideas for the betterment of the school community.

3.2 Content borrowed from other media channels must be properly credited to the original author.

3.3 Content shall be clean , professional and respectful. Language used should be acceptable in a public forum, such as a school meeting (the same general rule goes for images, audio, and video).

3.4 Content can constructive criticism but shall not attack anyone personally.

3.5 Content shall not show home addresses, phone numbers or passwords.

3.6 Content shall not align the association or school with any political movement or organization.

3.7 Content shall not display photos of children, volunteers or teachers without written consent.

#### Section 4 Monitoring

Content shall be monitored on a daily basis by any members of the executive board for inappropriate content, spam, advertising, foul language and unconstructive criticism of the association.

Signed By:

\_\_\_\_\_  
President

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Month Day Year

Filed with the Principal on: \_\_\_\_\_  
Month Day Year

Bylaws  
of  
The Parent Teachers Association  
of  
Intermediate School 318

APPROVED BY THE MEMBERSHIP ON June 8 2021

Thandi James  
President's Name

  
President's Signature

6/16/2021  
Date

Suzanne O'Connor  
Officer's Name  
Recording Secretary  
Officer's Title

  
Officer's Signature

6-16-2021  
Date


3.6 Content shall not align the association or school with any political movement or organization.

3.7 Content shall not display photos of children, volunteers or teachers without written consent.

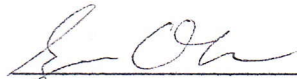
#### Section 4 Monitoring

Content shall be monitored on a daily basis by any members of the executive board for inappropriate content, spam, advertising, foul language and unconstructive criticism of the association.

Signed By:



\_\_\_\_\_  
President



\_\_\_\_\_  
Recording Secretary

6 - 16 - 2021

Month Day Year

Filed with the Principal on: 6 21 21  
Month Day Year