



Parents and Teacher Association of P.S. 29, Inc.
425 Henry Street
Brooklyn, New York 11201
Bylaws
Revised June 13, 2024

Article I - Name

The name of the Association shall be Parents and Teachers Association of P.S. 29, Inc. (“PTA”) and hereafter referred to as either the Association or the PTA.

Article II – Objectives

The objectives of the organization shall be to:

1. Build a vibrant and welcoming community both within P.S. 29 and with the greater neighborhood community.
2. Facilitate an effective relationship and two-way communication between families, school administration, school staff, and community officials.
3. Raise funds to provide a wide variety of educational and cultural programs and materials to support school initiatives for the students of P.S. 29.

Article III – Membership

Section 1 Eligibility

Parents of students currently attending **P.S. 29** are automatically members of the **PTA**. “Parents” are defined as parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending P.S. 29. Parents of a child who is attending P.S. 29 full time while on the register of a citywide program are eligible to be members of the PTA. Membership shall include all teachers currently employed at the school. Parents and current P.S. 29 teachers are collectively referred to as “General Membership”.

Section 2 Donations

Donations are not a requirement for membership, voting, or candidacy.

Section 3 Voting Privileges

Each member shall be entitled to one vote. 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).

The election of officers must be conducted in an in-person meeting or using a virtual remote platform (VRF). Elections at a hybrid meeting are prohibited.

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

Each teacher and staff currently employed at the school shall be entitled to a single vote.

Article IV – Officers

Section 1 Titles

The Executive Board shall consist of the fifteen (13) Officers: Co-President; Co-Secretary; Co-Treasurer; 3 VPs, Fundraising and Events; Co-VPs, Communications, Social Media and Website; and Co-VPs, Class Parents and Volunteers. Aside from the 3 VPs of Fundraising and Events, all positions shall be shared by two (2) members of the PTA, while the Co-Treasurer position must be shared by two (2) members. There shall be no qualifications for any office other than to be a parent of a child attending P.S. 29. The eligibility of a member may be limited by the Conflicts of Interest restrictions outlined in CR A-660.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th.

All Officers are elected to serve one-year terms. The period of service for the Co-Presidents, Co-Secretary and Co-Treasurer positions shall be limited to two (2) consecutive one-year terms; provided, however, that for all Offices other than Co-Treasurer, incumbent Officers who have served the maximum term of two (2) years can serve an additional term(s) if no other candidate is nominated or willing to serve in such office(s), and all Officers can serve in other positions on the Executive Board once their respective terms expire. Although re-elected each year, the position of Co-Treasurer requires a two-year commitment on the part of the elected Officer.

Section 3 Duties of the Officers

The Co-Presidents: The Co-Presidents shall preside at all meetings of the Executive Board and the General Membership and in all other ways act as the Executive Officer for the Organization. The Co-Presidents shall oversee all fundraising and communications activities, and delegate responsibilities to other PTA members. The Co-Presidents shall act as a liaison with the Administration of P.S. 29 expressing parent wishes and concerns and reporting back to parents. The Co-Presidents shall work with the After School team, and along with the rest of the After School team, make sure After School is meeting the needs of P.S.29 families.

The Co-Secretaries: The Co-Secretaries shall maintain an accurate record of all meetings of the Executive Board and General Membership meetings, although the actual note-taking at the meetings may be performed by the Co-Secretaries' designee. The Co-Secretaries shall also facilitate the publishing of the minutes on the PTA website and perform other secretarial duties as necessary.

The Co-Treasurers: The Co-Treasurers shall count, secure, deposit and have custody of all monies of the Organization and shall keep accurate records of receipts and expenditures. They shall make financial reports as outlined in Article VIII, Section 5.2 of this document and present these to the Executive Board and the General Membership. The Co-Treasurers shall interact with the PTA's accountant and lawyer as needed.

The Co-VPs, Communications, Social Media and Website: the Co-VPs, Communications, Social Media and Website shall, with the Co-Presidents, lead efforts to communicate with the PTA membership, and implement the communication program via social media and the PTA's website.

The 3 VPs, Fundraising and Events: the 3 VPs, Fundraising and Events shall, with the Co-Presidents, lead overall fundraising efforts for the PTA and support the planning and coordination of PTA events.

The Co-VPs, Class Parents and Volunteers: the Co-VPs, Class Parents and Volunteers shall coordinate the Class Parents program and, along with event chairs, help recruit volunteers for PTA events.

Please see Appendix A for more detailed descriptions of the responsibilities for each position. The details of these responsibilities may change based on need, subject to a two-thirds (2/3) vote of the Executive Board. Such amendment to these bylaws shall be presented to the General Membership for its approval in accordance with Article IX.

Section 4 Election of Officers

At the Annual Election Meeting (which shall be held between the third Wednesday in May and the third Friday in June), Officers shall be elected by majority vote and installed to hold office for the next school year, their term commencing July 1st through June 30th. The Principal must be notified in writing of the date of the election by April 1st. All efforts will be made to elect only one new Co-Treasurer every year so that at no time are both Co-Treasurers new to the position.

4.1 Nominating Committee

The election of the Officers is held each year during the Annual Election Meeting. Nominations of Officers shall be collected by a committee of three (3) to five (5) members, one (1) to be appointed by the Executive Board and up to four (4) to be selected by the General Membership, however only one (1) member of the Nominating Committee may be a member of the Executive Board. The Co-Presidents may not serve on the Nominating Committee, nor may any person seeking an Executive Board office or employed in the school. The Nominating Committee shall elect its own chair.

Nomination by the General Membership

Members may submit nominations for any office in writing to the Executive Board or Nominating Committee prior to the Annual Election Meeting. Any announcement of upcoming elections and a request for nominations will be made in writing at least ten (10) calendar days prior to the Annual Election Meeting. There will also be an announcement at the General Membership Meeting prior to the Annual Election Meeting. Nominations at the Annual Election Meeting may be made from the floor by any member, and must be seconded by at least one other member.

Before the formal nominations are made for any office, the nominees must understand the duties of the proposed office and consent to serve. The nominees will also be provided the opportunity to address the general membership prior to voting.

Election Meeting

The nominating committee will also be responsible for conducting the Annual Election Meeting. This includes the following:

1. Canvassing the membership for eligible candidates.
2. Preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660. Notices should be translated into languages spoken by parents in the school whenever possible.
3. Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election.
4. Verifying the eligibility of all interested candidates prior to the election.
5. Ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the Annual Election meeting.
6. Scheduling the election at a time that ensures maximum participation.
7. Ensuring that only eligible members receive a ballot for voting.
8. 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 PTA will nevertheless proceed with the annual election of Officers, and will do so on expedited basis, i.e. a single meeting where all nominations that were not previously submitted in response to solicitations to the General Membership are taken from the floor immediately prior to the election. In such circumstance, the PTA will provide ten (10) calendar days advance written notice to the General Membership that such an expedited election process will be undertaken, the time and location of the meeting, the list of all available Officer positions, and an indication that all nominations for available positions will be taken from the floor.

4.2 Notices

The meeting notice and agenda for the Annual 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.

4.3 Contested Elections and Use of Ballots

1. Written ballot shall be used in all contested elections.
2. Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated and/or in the case of nominations taken from the floor, be written clearly on the ballot along with the office for which they were nominated.
3. Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school whenever possible.
4. Ballots shall be distributed once voter eligibility has been established.
5. Ballots shall be counted immediately following the election and in the presence of the members.
6. Ballots must not be removed from the school. The PTA 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 (1) candidate for an office or two (2) candidates for a co-shared office, a member may make a motion for the recording Co-Secretary to cast one vote to elect the candidate or, as applicable, candidates 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 Mid-Year Officer Vacancies

All mid-year, non-election cycle Officer vacancies must be filled by succession of the next highest ranking Officer. For example, a mid-year vacancy in the position of Co-President will be filled by the next highest ranking Officer. In the event that an office cannot be filled through succession, an expedited, off-cycle 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 Co-Secretary and immediately turn over all association records. The ranking of Officers for succession purposes shall be: Co-President, Co-Secretary, Co-Treasurer. These aforementioned procedures are not binding in the event a position is shared by two (2) or more Officers and the resignation by one (1) or more Officers will leave the position with at least one (1) Officer.

4.6 Expedited Off-Cycle Election Process:

Expedited off-cycle 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, as set forth above in Article IV, Section 4.1. 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 Article IV, Section 4.3 of these bylaws.

Section 5 Community Education Council Selectors

The three mandatory officers of the Association, as defined in CR A-660, shall be the selectors for the parent members of the Community Education Council (CEC), which occurs once every two years. In the case of co-officers, the Executive Board must determine which co-officer will be the designated selector.

Section 6 June Transfer of Records:

All records must be maintained for six (6) years. The outgoing PTA Executive Board shall arrange for the orderly transfer of records and information of the PTA, which shall include an overview of all PTA transactions for the school year, to the incoming Executive Board. 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 three (3) consecutive Executive Board or General Membership meetings and/or has been "negligent" in the discharge of his/her duties may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds (2/3) vote of the membership present. The Officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration, which may reinstate such Officer with two-thirds (2/3) vote of the remaining Executive Board. In the event that an Officer is removed by the General Membership, an additional two-thirds (2/3) vote of the General Membership present is required to reinstate such Officer.

A Co-Treasurer may be removed if s/he does not produce reconciled bank account(s) for two (2) consecutive months to the Executive Board at their monthly meeting. For months when the monthly meeting occurs before the prior month's financials are reconciled, the Co-Treasurers can provide a verbal update at the meeting and provide the reconciled accounts after the reconciliation has occurred.

Officers may also be removed for unsatisfactory and/or negligent performance by following the procedure outlined below:

- At any General Membership meeting, a PTA 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 (2/3) of the assembled members, the PTA 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 the following General Membership meeting. The PTA's 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, which the Principal must forward to the appropriate superintendent and the CFEO.

Article V – Executive Board

Section 1 Composition

The Executive Board shall be composed of the fifteen (15) Officers, elected as described above in Article IV. Officers shall be expected to attend all Executive Board meetings. The Executive Board must make available to the membership a list of elected Officers and must include names and either a personal phone number or email address where parents may contact Officers. In addition, the Principal (or his/her designee) and the Parent Coordinator will be invited to all meetings but they cannot serve as members of the Executive Board or vote on any Executive Board business.

Section 2 Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June. Meetings occur either on the Monday at 8am (in person) or Tuesday at 6:30pm (virtually) of the same week as the General PTA meeting unless such date falls on a legal or religious holiday, in which case the meeting shall be held in the following or previous week.

The President may call special meetings of the Executive Board.

Section 3 Voting

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

Section 4 Quorum

A majority of members (8) of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1 Meeting Dates

The General Membership meetings of the Association shall alternate and typically be held on the third week of the month, alternating between Friday at 8:45am (in person) and Thursday at 6:30pm (virtually), unless such day falls on a legal, school, or religious holiday. In such instances, the meeting shall be held on the following or previous Thursday/Friday 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 (10) calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices.

1.2 Venue

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

1.3 Speaking

All members may attend and participate during General Membership meetings and speak to agenda items.

1.4 Observers

General Membership meetings are non-exclusive and open to the general public as observers. Observers (as defined as non-members) may only speak and otherwise participate with the pre-approval of the Executive Board. Twenty-four hours prior to the any General Membership meeting at which an observer wants to speak, the observer should email the Co-Presidents and make such a request, indicating his/her name, the matter about which he/she would like to speak, and if appropriate, why he/she would like to speak.

Section 2 Order of Business

The order of business at a General Membership meeting, unless changed by the Executive Board, shall be:

- Call to Order
- Approval of Minutes
- Co-Presidents' Report
- Principal's Report
- Co-Treasurer's' Report
- VP Reports
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of eight (8) members, including a minimum of two (2) Executive Board members and six (6) parents or teachers that are not Executive Board members shall be required in order to conduct official association business at a General Membership meeting. In the absence of a quorum, members may have non-binding discussions, but cannot authorize the expenditure of funds or vote on any business.

Section 4 Minutes

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

Section 5 Special Membership Meetings

5.1 Co-Presidents' Request

The Co-Presidents may call a special membership meeting with a minimum of 48 hours notice to parents in circumstances where a matter of importance arises that cannot wait until the next General Membership meeting. In calling such a special membership meeting, the Co-Presidents' notice to the General Membership will identify the topic to be addressed.

5.2 Members' Request

Upon receipt of a written request from twenty-five (25) association members, the Co-Presidents must call a special membership meeting within

five working days of the request. In such circumstance, the Co-Presidents must again provide parents with 48 hours advanced written notice identifying the topic to be discussed.

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 Appointments:

The Co-Presidents will, as practical, appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by the 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 as follows:

1.2 Budget: The Budget Committee shall support the Executive Board with 1) drafting a proposed budget each spring for approval by the membership, 2) preparing 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.)

1.3 Audit: The Audit Committee, which shall have no members in common with the budget committee, shall be formed at the request of the PTA and/or Co-Presidents when it is deemed appropriate to conduct an internal audit of the association's finances. The audit committee shall be selected by the general membership, and shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The Co-Treasurers shall make all books and records available to them. The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Article VIII - Financial Administration

Section 1 Fiscal Year

The fiscal year of the PTA shall begin on July 1st and end on June 30th.

Section 2 Bank Account Policies and Signatories

2.1 Bank Account

A checking account must be maintained in the name of the PTA. All funds must be deposited into the checking account. A checkbook that provides a stub or carbon copy must be used. No checks may be written to “petty cash” or “cash”. The use of withdrawal slips are forbidden.

If the PTA is using online banking, it must be set up and linked to the DOE issued email. If online banking is established, the PTA may make payments through the bank’s online bill payment system. All transactions must receive prior authorization to make a payment from the general membership. This authorization is separate from and in addition to the approval of the expenditure.

A disbursement form must be completed for all transactions; the form must be filed with the PTA’s financial records. The disbursement form should include but not be limited to date, payment method, amount, amount paid, receipt attachment/invoice, and description of purchase/expenditure.

2.2 ATM/Bank Cards

The PTA may possess and use ATM/Bank Cards issued by the bank connected to the primary checking account of the PTA. ATM cards must be linked to the PTA account only. Linking the ATM card to a personal account is prohibited, and linking a personal bank account to a PTA account is prohibited. ATM cards may be used in transactions for online vendors, or for vendors who do not accept a physical check. ATM cards are prohibited for:

- i. Third party applications such as mobile phone wallets.
- ii. Linkage to a personal account (e.g. phone, Uber, or any other personal expenditures)
- iii. Direct donations.
- iv. Out of pocket reimbursements
- v. Receiving cash back or cash refunds
- vi. ATM cash withdrawals

2.3 Third Party Cash Applications

PTA may use third party applications to accept money. The application must be created using the DOE issued email and must be connected directly to the PTA bank account using the PTA bank account number or debit card. Third party cash applications are only approved for receiving money. They are prohibited for outgoing transactions, or to use debit cards generated by a third party application.

2. 4 Signatories

The Co-Presidents **and** Co-Treasurers shall be authorized to sign checks. All checks require at least two (2) signatures. The two (2) signatories of a check may not be related by blood or marriage. Payroll checks issued by the PTA payroll service will be pre-approved by the signatories. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same PTA check. A PTA member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

3.1 Budget Development

The Executive Board shall, with the assistance of the Budget Committee, 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 amendments, if any, for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the PTA, must be completed by at least two (2) PTA members. These PTA members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The PTA's financial records must display the total amount of funds and the signatures of the PTA members who participated in counting the funds.
- No parent or staff member shall collect fundraising proceeds from any student without the written approval from the Principal.

- All funds shall be deposited in the bank account by authorized Executive Board members within 24 hours of receipt when possible but in any event no longer than three (3) days. In the instances when funds are collected at a time (e.g. after hours event) when access to the school is impossible, two (2) authorized members will be required to deposit funds at a bank night drop location. No funds shall be kept in a member's home but shall be secured and locked in the school. PTA funds must be taken to the bank for deposit by at least two (2) authorized members.
- Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, PTA minutes related to the financial transactions, etc.)

3.2 Budget Changes

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

3.3 Non-budgeted Expenditures

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

3.4 Emergency Expenditures

The Executive Board is authorized to make an emergency expenditure not to exceed \$2,500 with a two-thirds (2/3) approval by the Executive Board. These expenditures shall be reported to the general membership at the next General Membership meeting by the Co-Treasurers and the action must be reflected in the minutes of the meeting.

3.5 Tax Status

The PTA is a corporation as defined in subparagraph (a)(5) of Section 102 of the New York Not-for-Profit Corporation Law and is a Type B Corporation under Section 201 of said law, and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 4 Audit

4.1 Audit Committee

The Co-Presidents may request volunteers to form an audit committee of three (3) to five (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 from the General Membership, as further described in Article VII, Section 1.

4.2 Duties

The Audit Committee shall conduct an audit of all financial affairs of the association. The Co-Treasurers shall make all books and records available to the Audit Committee, but shall not serve as members. The Audit Committee may also recommend that an external audit of the association's financial records be conducted.

4.3 Additional Duties

Additional duties of the Audit Committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

4.4 Reporting

The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

5.1 Financial Report

The Co-Treasurers shall reconcile bank account(s) within 30 days after each month-end and present reconciled expenditures and income at the next executive board meeting.

The Co-Treasurers shall prepare the Interim Financial Report by January 31st and a 'year-to-date' Annual Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by the General Membership. Copies of these reports shall be provided to the Principal. A final Annual Financial Report will be completed in July and made available to the General Membership and the Principal.

5.2 Collections and Recording

The Co-Treasurers 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. Records must be kept for 6 years. In accordance with CR A-660, parents must obtain written approval from the Principal before collecting fundraiser proceeds from students. A Co-Treasurer and at least one other Officer shall transport all funds to the bank, and deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All

records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

5.3 Out of Pocket Funds

A PTA member may be reimbursed for out of pocket expenses if receipts are submitted. Approval of such expenses by a Co-President or Co-Treasurer should occur prior to the expenditure. Permissible out of pocket expenses include last minute event supply purchases. The maximum reimbursement is \$500. Reimbursements must be made by check.

5.4 Access to Financial Records

Financial records must be made available for inspection by members upon request, with reasonable notice at a mutually agreeable time. Requests must be made in writing and identify records to be reviewed.

Section 6 Fundraising

The PTA is the central fundraising body of P.S. 29. As such, the Executive Board will approve all fundraising activities at P.S. 29, including fundraising activities proposed and carried out by Executive Board members, PTA subcommittees and subcommittees of the School Leadership Team, and any other P.S. 29 groups or committees, as well as individual teachers and parents.

Section 7 Capital Budgeting

Recognizing that some goals are beyond the ability of the PTA to raise sufficient funds to meet in any one year, these bylaws permit the Executive Board to approve and send to the General Membership for a vote a budget that defines a long-term capital expense and allows money to be accumulated toward that expense over a period of greater than one (1) year.

Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.* Any PTA 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 (2/3) vote of the members present 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 Thursday, June 13, 2024.

* All bylaws are pursuant to the regulations of the Chancellor

Signed By:

Co-President:

Co-President:

Co-Secretary:

Co-Secretary:

Filed with the Principal on _____
(Month) (Day) (Year)

Appendix A: PTA Executive Job Descriptions

Co-Presidents (two positions)

The Co-Presidents responsibilities shall include:

- Driving and championing the mission of the PTA including:
 - Ensuring all PTA activities and communications are in line with the vision/mission of the school;
 - Working to foster the community of parents and families and teachers and staff; promoting community building events and school spirit initiatives;
- Monitoring the budget throughout the school year to ensure the association can support the wide variety of educational and cultural programs planned for the school year;
- Acting as a liaison with the Administration of P.S. 29 expressing parent wishes and concerns and reporting back to parents;
- Presiding at all meetings of the Executive Board and the General Membership and in all other ways, act as the Executive Officer for the Organization.
- Meeting regularly with the Executive Board members in accordance with these bylaws to not only plan the agendas for the General Membership meetings but to also discuss strategic and current issues of the PTA.
- Overseeing all fundraising activities – **in partnership** with the 3 VPs, Fundraising.
- Overseeing all PTA communications – **in partnership** with the VPs, Communications, Social Media and Website.
- Overseeing the PTA Budget – **in partnership** with the Co-Treasurers.
 - Providing guidance on spending and revenue generation.
 - Being one of the eligible signatories on checks.
- Reviewing budget, best practices, and enlisting volunteer sign up with event chairs, and thanking volunteers (as needed).
- Delegating responsibilities to other association members and shall encourage meaningful participation in all parent and school activities.
- Attending all regular meetings of the Presidents' Council and shall be a mandatory member of the School Leadership Team or have a designated representative from the executive board.
- Attending monthly school safety and building response team meetings.
- Overseeing the After School program in partnership with the Director of the After School program
 - Participating in setting strategy/policies for After School and camps.
 - Working with the After School team and administration to deal with any family financial and other issues.
 - Along with the rest of the After School team, making sure After School is meeting the needs of P.S.29 families.

Co-Secretaries (two positions)

The Co-Secretaries responsibilities shall include:

- Maintaining an accurate record of all meetings of the Executive Board and General Membership meetings, although the actual note-taking at the meetings may be performed by the Co-Secretaries' designee.
- Preparing notices, agendas, sign-in sheets and materials for distribution at Executive Board and General Membership meetings.
- Preparing, distributing, publishing on the PTA website and having available, previous minutes for approval at each General Membership and Executive Board meeting.
- Maintaining custody of the PTA's records on school property.
- Incorporating all amendments into the bylaws and ensuring that signed copies of the bylaws with the latest amendments are on file in the Principal's office.
- Assisting with the June transfer of records to the incoming Executive Board.
- Working with committees to get their minutes and file them in the PTA office.
- Performing other secretarial duties as necessary.

Co-Treasurers (two positions)

The Co-Treasurers' responsibilities shall include:

- Responsibility for all financial affairs and funds of the association.
- Counting, securing, depositing and having custody of all monies of the Association and keeping accurate records of receipts and expenditures.
- Making financial reports as outlined in Article VIII, Section 5.2 of this document for the Executive Board and the General Membership.
- Interacting with the PTA's accountant and lawyer as needed.
- Reviewing and presenting a written report of all transactions at every executive board and general membership meeting (unless the meetings occur before the prior month's close is complete, in which case they will send out the reports after the meeting). This report is generated by the PTA's accountant and must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period.
- Maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks.
- Adhering to and implementing all financial procedures established by the association.
- Preparing the association's interim and annual financial reports.
- If requested, making available all books and financial records for viewing by members upon request and for audit.
- Assisting with the June transfer of all association records to the incoming Executive Board.
- Reviewing payroll instructions for After School staff, which is conducted by After School Director or Assistant Director.

- Reviewing After School budget report, which is prepared by PTA's accountant.
- Reviewing After School digital checkbook, request for reimbursement, and post tuition fee estimates as needed.
- Overseeing liability and insurance for the PTA.
- Getting the mail from the main office

Co-VPs, Communications, Social Media and Website (two positions)

The Co-VPs, Communications, Social Media and Website responsibilities shall include:

- Leading communication efforts, including across social media and the website, in conjunction with the Co-Presidents. This includes:
 - Writing PTA emails, along with the Co-Presidents;
 - Creating content to be approved by the Co-Presidents prior to publishing for social media and the website;
 - Working with translation teams for non-English speaking parents, if necessary;
 - Supporting SLT committees to publicize their meetings (including adding this info in PTA emails, helping them with schoolwide committee emails, and putting up signs);
 - Ensuring local politicians are invited to appropriate events at P.S. 29;
- Overseeing communication for all events, in conjunction with event co-chairs (these are primarily the responsibility of event chairs):
 - Supervising content/copy for different events that need to be promoted (website, email, flyers, etc.)
 - Supervising designers creating designs for events
 - Supervising the creation of and putting up/taking down flyers for events
 - Supervising photocopying of flyers, etc. to be backpacked home for events

3 VPs, Fundraising and Events (three positions)

The 3 VPs, Fundraising responsibilities shall include:

- Ensuring that fundraising efforts are in line with the mission and vision of the school
- Managing the Direct Appeal
 - Creating materials to send out to the school community communicating our Direct Appeal annual goal and how to contribute.
 - Acknowledging and thanking donors
 - Deciding on a lineup and calendar of fundraising activities and goals to reach the target Direct Appeal goal by year's end. (I.e. Giving Tuesday, \$29 on the 29th, and other tent pole fundraising occasions.)
 - Executing Direct Appeal confirmed fundraising activities including preparation of communication materials.
 - Tracking donations and donors on Kindful or any successor programs, and researching leads on individual donors
- Overseeing fundraising events throughout the year by:

- Providing guidance/best practices to event chair(s)
- Participating in event committees
- Navigating approvals for new events and new ideas
- Supporting the Merchandise Program, with Merchandise Chair, as needed

Co-VPs, Class Parents and Volunteers (two positions)

The Co-VPs, Class Parents and Volunteers' responsibilities shall include:

- Coordinating and/or overseeing fall volunteer recruitment activities, including:
 - Organizing and hosting volunteer fair in the fall
 - Compiling the list of volunteers from the volunteer fair and sending to the committee heads
- Sending communications to class parents to recruit volunteers for events (in conjunction with the rest of the Executive Board, class parents, event chairs, and committee chairs)
- Leading class parents. This includes:
 - Compiling the list of class parents with Parent Coordinator
 - Ensuring class parents are informed concerning roles and responsibilities, including hosting an information session beginning of the school year with admin and writing and distributing a document overview.
 - Liaising with PTA, administration and/or class parents to communicate relevant messaging to parents and/or generate support for events
 - Sending information (or hosting an in person meeting) about the Art Auction class project, in coordination with the art teacher
 - Leading teacher appreciation initiatives at the holidays and end of school year