

**Bylaws of
Parent Teacher Association
of P.S. 94Q**

APPROVED BY THE MEMBERSHIP ON 6/14/2022

Janel Doddo

6/14/22

CO-PRESIDENT NAME

DATE

CO-PRESIDENT SIGNATURE

Olga Fokas

6/14/22

CO-PRESIDENT NAME

DATE

CO-PRESIDENT SIGNATURE

Dorothy Wong

6/14/22

CO-RECORDING SECRETARY NAME

DATE

CO-RECORDING SECRETARY SIGNATURE

Mina Li

6/14/22

CO-RECORDING SECRETARY NAME

DATE

CO-RECORDING SECRETARY SIGNATURE

Article I – Name

The name of the Association shall be Parent Teacher Association of P.S. 94Q (and hereafter referred to as the PTA of P.S. 94Q)

Article II – Objectives

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

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

Article III – Membership

A. Eligibility

1. A parent of a student(s) currently on the register of P.S. 94Q is automatically a member of the PTA OF P.S. 94Q. Parents include parents by birth or adoption, step-parents, foster parents, legally appointed guardians, and persons in parental relation to a child currently attending P.S. 94Q.
2. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. Membership shall be open to all teachers and staff, e.g., paraprofessionals, school aides, school secretaries, and food service workers, currently employed at the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation, membership, voting, or candidacy.
2. Members may be requested to make a voluntary donation at their discretion.

C. Voting Privileges

1. Every parent of a student(s) currently enrolled at P.S. 94Q shall be entitled to a single vote during any in-person, virtual, and/or hybrid meetings. However, that right may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).
2. Voting by proxy, absentee ballot or email is prohibited.
3. Each teacher and staff, e.g., paraprofessional, school aide, school secretary, and food service worker, currently employed at the school shall be entitled to one vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be: president (or co-presidents), recording secretary (or co-recording secretaries), and treasurer (or co-treasurers). The Association must elect the mandatory officers: president, recording secretary, and treasurer, in order to be a functioning PTA. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of a child attending P.S. 94Q. The eligibility of any member may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-Mandatory Officers of the Association may consist of but are not limited to following corresponding secretary (or co-corresponding secretaries), vice-president (or co-vice presidents) of membership, vice president (or co-vice presidents) of fundraising.

B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th. All parent members are eligible to run for any office.
2. Term limits for each officer's position of the Association shall be two consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

1. **President or Co-Presidents:** The duties of the president shall include but are not limited to the following:
 - a. preside at all meetings of the Association;
 - b. is an ex-officio member of all committees except the nominating committee;
 - c. appoint Association committee chairpersons with the approval of the executive board;
 - d. encourage meaningful participation in all parent and school activities;
 - e. provide opportunities for members' leadership development;
 - f. delegate responsibilities to members of the Association as needed;
 - g. attend all regular meetings of the Presidents' Council;
 - h. is a mandatory member of the School Leadership Team;
 - i. meet regularly with the executive board members;
 - j. plan the agendas for the general membership meetings;
 - k. is one of the eligible signatories on checks, and debit card disbursement forms;
 - l. responsible for DOE issued email account and OneDrive file share;
 - m. responsible for all communications to school community via Blackboard Connect;
 - n. access to all online PTA accounts, including DOE issued email and OneDrive account, social media accounts, and online bank account;
 - o. assist with the June transfer of Association records, including all pertinent user IDs and updating passwords, to the incoming executive board;
 - p. strongly encouraged to attend FACE professional development seminars relating to Association leadership. In the event that the association elects co-presidents, the remaining executive board members in consultation with the Association will determine which co-president will serve as the core member on the school leadership team ("SLT") and which co-president will serve as the school's representative to the region/district presidents' council. If a president is unable to serve on the SLT, he/she must nominate a designee to serve this position. The designee must be approved by membership.
2. **Recording Secretary or Co-Recording Secretaries:** The duties of the recording secretary shall include but are not limited to the following:
 - a. record the minutes at all Association meetings;
 - b. prepare notices, agendas, sign-in sheets and materials for distribution;
 - c. prepare and read the minutes at Association meetings;
 - d. distribute copies of the minutes for review and approval by the general membership;
 - e. maintain the custody of the Association's records on school premises, as well as the Association's DOE provided OneDrive account;
 - f. responsible for maintaining the DOE issued email account and OneDrive file share;
 - g. may be one of the eligible signatories on checks and disbursement forms;
 - h. incorporate all amendments into the bylaws, and;
 - i. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
 - j. may be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Association; and,

- k. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
- 3. Treasurer or Co-Treasurers:** The duties of the treasurer shall include but are not limited to the following:
- a. responsible for all financial affairs and funds of the Association;
 - b. maintain an updated record of all income and expenditures on school premises, as well as the Association's DOE provided OneDrive account;
 - c. may be a signatory on checks, and debit card disbursement forms;
 - d. responsible for setting up online access to the bank account and maintaining password;
 - e. responsible for setting up, maintaining, and monitoring funds in PayPal account;
 - f. adhere to and implement all financial procedures established by the Association;
 - g. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - h. prepare the Association's interim and annual financial reports;
 - i. make available all books and financial records for viewing by members upon request and for audit;
 - j. may have access to the DOE issued email account and OneDrive file share;
 - k. assist with the June transfer of Association records, including all pertinent user IDs and updating passwords, to the incoming executive board;
 - l. strongly encouraged to attend FACE professional development seminars relating to financial affairs;
 - m. file Form 990 (or 990-N when gross receipts are <\$50K) with the IRS to maintain tax exempt status and maintain the online account user name and password.
- 4. Vice President of Membership or Co-Vice Presidents of Membership:** The duties of the vice president of membership or co-vice presidents of membership shall include but are not limited to the following:
- a. responsible to organize and spearhead the membership drive at the beginning of the set school year;
 - b. generate and distribute membership letter to all school parents requesting a donation for the PTA;
 - c. accountable for collecting and maintaining membership drive donations in the form of monies;
 - d. work alongside to create lists for all grades in the school. The class list shall contain all vital information for communication between families and PTA. Including name of child, class, teacher, address, and phone numbers if provided.
- 5. Corresponding Secretary or Co-corresponding Secretaries:** The duties of the corresponding secretary or co-corresponding secretaries shall include but are not limited to the following:
- a. preparation of notices, agendas, sign-in sheets, and flyers/materials for distribution;
 - b. responsible for reviewing, maintaining and responding to all correspondence addressed to the Association;
 - c. responsible for all social media postings via Facebook, Twitter and PTA website;
 - d. assist with the June transfer of Association records, including all pertinent user IDs and updating passwords, to the incoming executive board.
- 6. Vice President or Co-Vice Presidents of Fundraising:** The duties of the vice president of fundraising or co-vice presidents of fundraising shall include but are not limited to the following:
- a. oversee all fundraising activities for the school year and work closely with chairs of fundraising activities to ensure fundraising goals are met;

- b. continues researching new options for fundraising. Any fundraising activities should take into account the PTA's current goals and get board approval;
- c. must attend monthly PTA meetings and update board of PTA fundraising activities;
- d. assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.

D. Election of Officers

1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the PTA to complete the nominations and election process must adhere to this time frame. The principal must be notified in writing of the date and time of the annual election by April 1.
2. Employees of P.S. 94Q, including parent coordinators, may not serve as members of the executive board, even if they have a child enrolled in the school.
3. The election of officers must be conducted at an in-person meeting or using a virtual remote platform. Conducting elections in a hybrid meeting format is prohibited.
4. **Formation of the Nominating Committee**

A nominating committee must be established during the April monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom plan to run for office.

5. Responsibilities of the Nominating Committee

The nominating committee shall solicit nominations for candidates from the general membership. Individuals may also submit their own names to be candidates for office in writing. In addition to written nominations, the committee may also provide an opportunity to accept nominations from the floor at a general membership meeting prior to the close of nominations.

Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting.

Duties of the nominating committee may include, but are not limited to the following:

- a. canvassing the membership for eligible candidates;
- b. preparing and distributing all notices of any meeting pertaining to the election process;
- c. preparing election materials;
- d. In-person elections: ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election
- e. Virtual elections: anonymous polls, attendance sheets and all other materials pertaining to the election
- f. verifying the eligibility of all interested candidates prior to the election;
- g. scheduling the election at a time that ensures maximum participation;
- h. ensuring that only eligible members are able to vote;
- i. ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

6. 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 and meeting format (in-person and virtual) 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.

7. Contested Elections and Use of Ballots/Anonymous Polls:

- a. In-person Elections:
 - Written ballots are required for all contested offices.
 - Candidates must be listed in alphabetical order by last name for each office.
 - Candidates running for co-offices must be listed together and voted for as a team.
 - When possible, ballots should contain instructions in all languages spoken by parents in the school.
 - 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.
- b. Virtual Elections:
 - Anonymous polls are necessary for all contested offices.
 - Candidates must be listed in alphabetical order by last name for each office.
 - Candidates running for co-offices must be listed together and voted for as a team.
 - When possible, polls should contain instructions in all languages spoken by parents in the school.
 - Polls will be launched and results will be displayed and announced to the membership immediately following the conclusion of voting for each office.
 - A printed record of poll results must be maintained among the Association's records for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

8. Uncontested Elections

Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

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9. Officer Vacancies

Officer vacancies must be filled either by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

- a. When an office cannot be filled through succession, by the next highest-ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher-ranking office.
- c. The ranking of officers for succession purposes shall be:

- i. Co-Presidents
- ii. Co-Recording Secretaries
- iii. Co-Treasurers
- iv. Co-Corresponding Secretaries

10. Expedited Election Process

Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest-ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws. If quorum (see Section I.J.5.) is not met at the election meeting, a second election meeting must be scheduled, and a written Notice of Election Meeting must be sent to all parents at least 5 calendar days prior to the election.

E. School Leadership Team Parent Member Elections

1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.
 - a. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin.
 - b. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.

F. Disciplinary Action

1. Grounds for Removal from Office

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

2. Officer Removal

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.

- a. Removal Process
 - i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
 - ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.

- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here [Co-Presidents, Co-Recording Secretaries, Co-Treasurers, Co-Corresponding Secretaries]. Employees of P.S. 94Q shall be ineligible to serve as an elected officer of the Association. Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly on the second Monday, of every month at 8:30pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Friday or day/date that is agreed upon by the executive board. The executive board must determine its capacity to host meetings using a particular meeting format (in-person, virtual and hybrid). Meetings will be conducted using the following method(s) virtual or in-person.

C. Voting

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

D. Quorum

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

E. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords bank card and DOE issued email account and all parent contact information are transferred to the newly elected executive board members. The transfer of records must be conducted 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 President's Council during the process.

Article VI – General Membership Meetings

A. General Membership Meetings

1. At the beginning of every school year, the executive board in partnership with the school, will determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.

2. General membership meetings of the Association shall be held monthly, September through June, on the second Tuesday of the month, unless such day falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday, 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 7 calendar days prior to the scheduled meeting. The date of distribution appears on all notices.
 - a. All in-person and hybrid general membership meetings must be held in the Association's home school.
 - b. Virtual and hybrid meetings must be held on a virtual remote platform that provides access and participation for all members, including but not limited to a dial in option.
 - c. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
 - d. All eligible members may attend and participate in general membership meetings.
 - e. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

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

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

C. Quorum

1. In-Person and Virtual Meetings

Quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Association business and in-person or virtual general membership meeting.

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2. Hybrid Meetings

Quorum of at least one of the executive board member present at the in-person location and at least one executive board member on the virtual platform shall be required in order to conduct official Association business at a hybrid general membership meeting.

D. Minutes

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

upon request. Minutes need not be taken at committee and executive board meetings, but the chair must provide regular updates at the general membership meetings.

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. **This does not apply to election meetings.**

Upon receipt of a written request from 8 Association members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

F. Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII – Committees

A. Standing Committees

1. **Ad Hoc:** To accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

The president or co-presidents and treasurer or co-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 (i.e., spouses, siblings, in-laws, relatives, or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure. No checks may be written to 'petty cash' or 'cash'. Signatories may not approve such checks.

C. Budget

1. Budget Process

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

- a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills, and prepare a proposed budget for the next school year.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.

- c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- d. The executive board must present the budget process for membership approval no later than the October meeting.

2. Budget Amendments

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

3. Expenditures

All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership. Excludes purchases that will be used towards fundraising events that are included in the approved budget.

4. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed \$400 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes:

These expenditures shall be reported to the general membership at the next Association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

D. Management and Handling of Funds and Records

- 1. The checkbook and debit card will be secured in a locked location on school premises.
- 2. Under no circumstances may funds be withdrawn from the checking account.
 - a. No checks may be written payable to "cash" or "petty cash."
 - b. The debit card must not be used to withdraw cash.
 - c. No cash refunds or cash back options may be received from ensuing transactions.
- 3. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted and recorded in the school on the same day or week 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.
- 4. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
- 5. All funds should be deposited into the bank account by an authorized executive board member within 2 business days of receipt, but in any event, no longer than 4 business days. If the deposit will not be made within 2 business days, the executive board must ensure that all funds are secured in a locked location on school premises. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be recorded before being taken to the bank for deposit by 1 authorized member.
- 6. Documentation related to every transaction must be maintained at the school for six years, as well as the Association's DOE provided OneDrive account. (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

E. Online Banking

While writing a paper check is the preferred method of payment, the Association may make payments through their bank's online payment system under the following conditions:

1. The checking account must be linked to the Association's DOE issued email address.
2. To identify any suspicious activity, the Association's automatic email notifications triggered by online banking account activity should be set to the lowest possible threshold. The executive board will determine which officers have access to the Association's email account.
3. Under no circumstances may a personal email address or phone number be linked to an account. Nor may a personal bank account be linked to the Association's account.
4. All online transactions must have prior authorization of the Executive Board and must be reported at the next general membership meeting. This authorization is separate from and in addition to the general membership approval of the expenditure as a budget line item.
5. Because online banking transactions do not include the dual signatory fraud-control mechanism of paper checks, the Association will establish a protocol to safeguard funds and transparency. The Association will adhere to the following protocols when making online payments:
 - a. An Online Payment Disbursement Form must be completed for all transactions
 - b. The Online Payment Disbursement Form must be signed by 2 account signatories, attached to all related invoices/receipts/documents and filed with the financial records.
 - c. The Online Payment Disbursement Form will include but is not limited to:
 - i. Date of expenditure
 - ii. Vendor name
 - iii. Amount of expenditure
 - iv. Description of expenditure
 - v. Name of officers who made the purchase
 - vi. Date of membership approval
6. All related information, including username and passwords/PINs, will be stored with the Association's financial records and included in the June transfer of records.

F. ATM/Debit Cards

While writing a paper check is the preferred method of payment. The Association may possess and use a debit card issued by the banking institution connected to its primary checking account, however, under the following conditions:

1. **Securing the Association's ATM/Debit Card**
 - a. ONE debit card, issued in the name of the Association and one of the signatories, may be used. All other cards issued by the bank must be destroyed. A record must be kept of all debit cards received, the date they were destroyed; it must be signed by all signatories.
 - b. The debit card shall be linked to the Association's accounts only. Under no circumstances may the debit card be linked to a personal account.
 - c. The debit card will be secured in a locked location on school premises.
 - d. All related passwords/PINs will be stored with the Association's financial records and included in the June transfer of records.
 - e. If the debit card bears the name of a signatory, in addition to the name of the Association, it must be destroyed at the end of that officer's term.
2. **ATM/Debit Card Transactions and Transparency**
 - a. To safeguard transparency, the Association will adhere to the following protocols when making payments using the debit card:
 - i. A Debit Card Disbursement Form must be completed for all transactions
 - ii. The Debit Card Disbursement Form must be signed by 2 account signatories, attached to all related invoices/receipts/documents and filed with the financial records.
 - iii. The Debit Card Disbursement Form will include but is not limited to:
 - Date of expenditure

- Vendor name
 - Amount of expenditure
 - Description of expenditure
 - Name of officer who made the purchase
 - Date of membership approval
- b. The debit card may be used only for the following approved transactions:
 - i. To purchase items from online vendors
 - ii. To purchase items from vendors who do not accept checks
 - c. The debit card may NOT be used for the following reasons:
 - i. Cash withdrawals from an ATM
 - ii. Cash refunds or cash back from transactions
 - iii. Third party mobile applications (i.e., mobile phone wallets)
 - iv. Direct donations
 - v. Member reimbursements
 - d. All debit card transactions must receive authorization of the general membership. This authorization is separate from and in addition to the approval of the expenditure as a budget line item.
 - e. For any debit card expenditure in excess of \$5000, the Association must secure the signatures of the principal and a FACE representative on the Debit Card Disbursement Form.
 - f. The debit card should not be used to deposit funds. All funds should be deposited with the bank teller during regular banking hours.

G. Third-Party Cash Applications

The Association may establish accounts with third-party cash applications under the following conditions:

1. The third-party cash application account must be created using the DOE issued email address, or email address affiliated to the Association, not a personal email address, and must be connected directly to the Association's bank account using the Association's bank account number or debit card.
2. The third-party cash application may be used for receiving funds only.
3. Under no circumstances may the third-party cash application be used
 - a. To make payments.
 - b. To acquire debit cards generated by a third-party application.
 - c. To establish mobile wallets or any payment application installed on a member's phone or mobile device.
4. All related passwords/PINs will be stored with the Association's financial records and included in the June transfer of records.

H. Financial Accounting

1. Financial Report

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

2. Record Keeping

The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In

accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall count and record all Association funds before being taken to the bank for deposit by 1 authorized member.

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, as well as the Association's DOE provided OneDrive account.

I. Misuse of Funds

Allegations of financial wrongdoing may result in a legal investigation. Misappropriation of funds and the misuse of an ATM/Bank Card may be punishable by law. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

J. Use of the Sunshine Fund

The Sunshine Fund as part of the PTA budget can be used towards weddings, funerals, hospitalizations, bereavement, and appreciation gifts to the school community. Each individual gift shall not exceed \$50, unless approved by the Association.

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 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 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 June 14, 2022.

Signed by:

Co-President

Co-President

Recording Secretary

Recording Secretary

Date:

Print Name:

Date:

Date filed with Principal (6/14/2022)