



BYLAWS

OF

P.S.11 Parent Teacher Association, Inc.

APPROVED BY THE MEMBERSHIP ON NOVEMBER 20, 2013

Tauheedah Yasin

PRESIDENT'S NAME

Signature on file

PRESIDENT'S SIGNATURE

11/22/13

DATE

Gabrielle Walcott

OFFICER'S NAME

Signature on file

OFFICER'S SIGNATURE

Recording Secretary

TITLE

11/22/13

DATE

Article I - Name

The name of the association shall be the P.S.11 Parent Teachers Association, Inc., hereafter referred to as the association.

The association's financial records are available for inspection by the public at Purvis J. Behan Public School 11, 419 Waverly Avenue, Brooklyn, New York 11238. The association is not an affiliate of any other group nor does it engage in raising unrelated business income. Its sole fundraising purpose is to benefit PS11, consistent with these bylaws. The association's tax exempt status may only be used for the association's benefit.

Article II - 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 III - Membership

Section 1 Eligibility

Parents of students currently attending Purvis J. Behan Public School 11 are automatically members of the association. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS11. Parents of a child who is attending PS11 full time while on the register of a citywide program are eligible to be members of the association at the beginning of each school year; the association shall send a welcome letter to inform parents of their automatic membership status and voting rights. Membership shall also be open to all teachers currently employed at PS11.

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 \$20 per calendar school year.

Section 3 Voting Privileges:

Each parent of a child currently enrolled at PS11 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. Each teacher currently employed at the school 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).

Article IV – Officers

Section 1 Titles

The officers of the association shall be: President or Co-presidents, Vice president or Co-vice presidents, Recording Secretary, Treasurer, Financial Secretary, Communications Secretary, and Fundraising Chairperson. 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 PS11.

Section 2 Terms 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.

There shall be no term limits for any officer position of the association.

Section 3 Duties of Officers

President or Co-Presidents: 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.

Vice President or Co-Vice Presidents: The vice-president shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request. The vice-president shall be one an alternate signatory on all checks in place of the president. In the case of co-vice presidents, only one person shall serve as an alternate signatory on checks. The vice-president shall assist with the June transfer of association records to the incoming executive board.

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. Copies of the treasurer's report must be given to the principal. 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.

Recording Secretary: The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, signage,

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.

Financial Secretary: The financial secretary shall be responsible for assisting the treasurer for all financial affairs of the association. The financial secretary shall be responsible for filing, updating and maintaining a record of all income and expenditures on school premises.

Communications Secretary: The communications secretary shall be responsible for updating and maintaining the PS11 school website, list serve and social media sites. The communications secretary shall assist the recording secretary in the preparation of notices, signage, agendas, sign-in sheets and materials for distribution.

Fundraising Chairperson: the fundraising chairperson shall oversee all fundraising activities of the association. The fundraising chairperson may nominate parents from the general membership to assist with each fundraising activity. The fundraising chairperson shall work with the treasurer in keeping a record of all income and expenditures related to fundraising activities

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 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 PS11 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending PS11.

4.1. Nominating Committee: A nominating committee must be established during the April 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 PS11 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, to be taken from the floor and then officially closed during the May meeting;
- 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. Candidates running for co-offices must be listed together and voted for as a team. 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 or Co-President, Vice President or Co-Vice Presidents, Treasurer, Recording Secretary, Financial Secretary, Communications Secretary, and Fundraising Chairperson.
- 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 association 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 membership's 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 association'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 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. 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 Wednesday of every month at 6:00pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday.

Section 3 Voting

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

Section 4 Quorum

4 members 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. The general membership meetings of the association shall be held monthly, September through June, on the third Wednesday at 6:30pm, unless such date falls on a legal or religious holiday, or other such conflict occurs, in which case the meeting shall be held on the following or previous Wednesday, 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
- Reading and Approval of Minutes
- President's Report

- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Principal's Report
- Adjournment

Section 3 Quorum
A quorum of 8 members of the association, including a minimum of 2 executive board members and 6 parent members shall be required in order to conduct official association business.

Section 4 Minutes
Minutes of the previous meeting shall be available in written or digital form and read for approval at every general membership meeting. The written 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 10 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
Parliamentary law is an orderly set of rules for conducting meetings of organized groups for the purpose of accomplishing their goals fairly. The rules of order are meant to create an atmosphere where the members of the association can attend to business efficiently, fairly and with full participation. At the same time, it is up to the members of the body to maintain common courtesy and decorum. *Robert's Rules of Order – Newly Revised* will be deemed the text that governs the association where the bylaws do not apply.

Article VII - 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 and treasurer shall be authorized to sign checks. In the absence of either the president or the treasurer, the vice president or co-vice president 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.
 - No parent or staff member shall collect fundraiser proceeds from any student without written approval from the principal. The Treasurer or treasurer's designee is responsible for the collection of all monies.
 - 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 an emergency expenditure not to exceed \$1000 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: continuity of educational programming. 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 general membership to accept this action. The Executive Board must receive prior approval from the general membership for expenditures in excess of \$1000.

Section 4 Fundraising

The Executive Board must approve all fundraising activities, which must be consistent with all applicable regulations. The approval of the general membership must be obtained prior to initiating any fundraising activities and the approval must be reflected in the minutes of that meeting. For each fundraising activity or event, the *association* must prepare and give to the Principal and membership, in a timely manner, a brief written statement showing the total amount raised expenses, and net proceeds.

- 4.1. The executive board must prepare a Fundraising Activity Report after each fundraiser which must include the total amount of funds received and the related expenses. The report must describe the program goals for which the funds will be used to support.
- 4.2. Fundraising Activity Reports must be distributed to the general membership during the general meeting following the conclusion of the fundraiser
- 4.3. A copy of the report must be provided to the principal no more than five school days after the conclusion of the fundraiser

Section 5 Capital Budgeting

The Executive Board and general membership may approve a budget that defines a long-term capital expense and allows funds to be accumulated toward that expense over a period of greater than a budget year

Section 6 Audit

- 6.1. 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.
- 6.2. 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.
- 6.3. Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 6.4. 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 7 Financial Accounting

- 7.1. 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.
- 7.2. The treasurer shall be responsible for all funds of the association and with the assistance of the Financial Secretary, 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.

Section 8 Management of Funds

- 8.1. Accurate books reflecting the current status and documentation related to every transaction must be maintained at the school, i.e., canceled checks, deposit receipts, purchase orders, invoices, association minutes related to the expenditure, etc.
- 8.2. Association members may only be reimbursed for approved budgeted association expenses if they submit itemized receipts and an authorized reimbursement form. The check is made payable to the association member, and the expense is otherwise authorized according to these bylaws.
- 8.3. Writing checks to "petty cash" or "cash" and the use of withdrawal slips and ATM cards are strictly prohibited. Doing so is a violation of Chancellor's Regulation A-660.

Section 9 Records Review

- 9.1. All association financial records must be available for visual inspection by any member of the association upon request with reasonable notice, and at a mutually agreeable time. Any association member may submit a written request to the executive board, identifying the specific records to be reviewed.
- 9.2. The executive board must provide an opportunity for members to review requested documents within a reasonable period of time.
- 9.3. Reviews of financial records must be conducted in the presence of the executive board and two general members not affiliated with the request. A review sheet that lists the assessed documents must be signed by all the members present. Upon request, the executive board must make every effort to provide members with copies of the documents reviewed.

Article VIII – Grievance

Any grievance must be filed in writing with documentation, if any, and with any laws or regulations violated, if known. Grievances must be filed within thirty (30) days of event or knowledge thereof. Grievances must be channeled through the necessary chain of command internally; PTA executive board, SLT, School Principal, in a first attempt to resolve disputes internally. When all avenues of internal dispute resolution have been exhausted, the association may request assistance from the appropriate Presidents' Council. Presidents' Councils may request assistance from FACE or the appropriate superintendent. In extraordinary instances where the association is unable to resolve a dispute even after receiving assistance from the appropriate Presidents' Council, FACE will issue a final decision.

Article IX – Conflict of Interest

Association members who are employed in the school may not vote or otherwise participate in:

- Personnel matters, including tenure recommendations and screening committees for selecting supervisors and administrators;
- Selection of or service as parent representatives to committees;
- Service as parent representatives on the Nominating Committee, as an Officer of the association, or as members of the Executive Board. School employees may serve as liaison to the association's Executive Board.

If an association member or a member of the association member's family or household has a financial interest in a contract or other matter before the association, the member must disclose such interest before any vote on the matter, and placed in the minutes of the meeting at which the disclosure was made. Any member of the association who has a conflict of interest shall be ineligible to vote on that matter.

Article X – 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 are pursuant to CR A-660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on November 20, 2013.

Signed By:

Tauheedah Yasin
President

Gabrielle Walcott
Recording Secretary

November 22 2013
(Month) (Day) (Year)

Filed with the Principal on November 22 2013
(Month) (Day) (Year)