

REVISED  
BYLAWS  
OF THE  
PARENT TEACHER ASSOCIATION  
OF P.S. 261

(APRIL 12, 2007)

## **Article I – Name**

The Name of the association shall be: **Parent Teacher Association of P.S. 261 (PTA)**.

The association is a tax-exempt organization as designated by Section 501(c)(3) of the United States Tax Code, identified as “PTA of P.S. 261K”, EIN 11-3134458. The association’s New York State Exempt Organization Certificate Number is EX 218460. The association’s financial records are available for inspection by the public at PS 261, 314 Pacific Street, Brooklyn, New York 11201. The PTA is not an affiliate of any other group, does not engage in raising unrelated business income, and its sole fundraising purpose is to benefit PS 261, consistent with these bylaws. The PTA’s tax exempt status may only be used for the PTA’s benefit.

## **Article II – Objective**

The objectives of the PTA shall be to:

- a. Raise funds for and implement a wide variety of educational and cultural programs for the students of PS 261, Brooklyn, New York;
- b. Promote good home-school relations and help parents to understand, participate in, and support the school programs;
- c. Cooperate in school-neighborhood projects for community improvement;
- d. Centralize and disseminate information of potential interest to parents and teachers at PS 261;
- e. Consolidate parental opinion and give it effective expression to the school administration, teachers, community officials, and the community at large.

## **Article III – Membership**

### Section 1. Eligibility

Membership in the PTA shall consist of parents, legally appointed guardians, foster parents and all others in parental relation to students currently attending PS 261, and all teachers currently employed at PS 261.

### Section 2. Voting Privileges

Voting by proxy or absentee ballot is prohibited.

2.1 Each family member of the PS 261 PTA shall be entitled to one vote.

2.2 Each teacher currently employed at PS 261 is entitled to one vote.

## **Article IV – Officers**

### Section 1. Titles

The officers of the PTA shall be: President and/or Co-Presidents, Vice President, Secretary, Chair of Fundraising, Chair of Afterschool Program, Chair of 5<sup>th</sup> Grade Committee, PTA Treasurer, Afterschool Program Treasurer, a Grade Representatives

from each grade, and up to 2 Members-At-Large. All elected positions may be shared by two or more members of the PTA except the Treasurer positions.

**Section 2. Term of Office**

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

**Section 3. Eligibility**

Eligibility for office is limited to parents, legally appointed guardians, foster parents and all other persons in parental relation who are not employed by the Department of Education or the PTA and who are not members of the Community District Education Council (CDEC) for District 15. There shall be no term limits for any position.

**Article V – Nominations and Elections**

**Section 1. Nominating Committee**

The Nominating Committee shall be established by April 1 of each year. The committee shall consist of three members. One member shall be appointed by the Executive Board and two shall be selected by the Membership. Only one may be a member of the Executive Board. The committee shall select its own chairperson.

**Section 2. Eligibility for Nominating Committee**

2.1 No person employed in PS 261 shall be eligible to serve on the Nominating Committee.

2.2. Nominating Committee members are not eligible to run for office, or for any of the Standing Committee chairs, or for the position of Grade Representative.

2.3. An eligible member of the Nominating Committee may be considered as a candidate if s/he immediately resigns from the Committee in writing.

2.4. Offices other than President, Secretary, and Treasurer may be reserved for the participation of newly incoming parents in the fall, at the discretion of the committee or membership.

**Section 3. Nomination Process**

The Committee shall announce the elections and request nominations for Officers and other members of the Executive Committee thirty days prior to the Annual Meeting in May. This announcement must be made both at the General Meeting prior to the Annual Meeting AND in writing to the entire membership. Members may submit nominations for any office in writing to the Nominating Committee prior to the Annual Meeting. Nominations at the Annual Meeting may be made from the floor by one member, and must be seconded by two members.

Section 4. Consent of the Nominees

Before the formal nomination for any office, the nominee must understand the duties of the proposed office and consent to serve.

Section 5. Elections

5.1. Conduct of Elections The election process will be organized and carried out by the Nominating Committee. All elections must be broadly advertised within the school community with reasonable advance notice given and open to all members. Elections should be held in a way that is public and perceived as fair and unbiased by the membership, and in accordance with all applicable regulations.

5.2. Election Process Written ballots are required for contested elections (those with more than one candidate for a particular office). If there is only one candidate for each office, by motion and vote of the membership, the Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the minutes.

5.3 Date of Elections The annual election must take place between the fourth Monday in May and the second Friday in June in accordance with Board of Education regulations. The Principal must be notified of the date of the annual election by May 1.

**Article V: Duties of Officers**

Section 1. The President (or Co-Presidents)

The President 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 PTA. The President shall act as a liaison with the Administration to express parent wishes and concerns and report back to parents.

Section 2. The Vice President (or Co-Vice Presidents)

The Vice President shall act as assistant to the President and shall preside in her/his absence.

Section 3. The Secretary (or Co-Secretaries)

The Secretary shall keep an accurate record of all meetings of the Executive Board and General Membership Meetings, distribute meeting agendas and minutes to the Executive Board and make them available to the membership in a timely fashion, and perform any other necessary secretarial duties.

Section 4. The PTA Treasurer and Afterschool Treasurer

The PTA Treasurer shall have custody of all monies of the PTA and shall keep accurate records of receipts and expenditures. She/he shall make financial reports on a timely basis to the Executive Board and the General Membership, including the interim and annual financial reports. The Afterschool Treasurer shall keep accurate records of receipts and expenditures for the PTA Afterschool program and shall make financial reports on a timely basis to the Executive Board and General Membership.

Section 5. Chair of Fundraising Committee

The Chair of the Fundraising Committee shall coordinate the fundraising activities of the PTA, with the exception of the fundraising for the 5<sup>th</sup> grade.

Section 6. Chair of the Afterschool Program

The Chair of the Afterschool Program will serve as the primary liaison between the PTA and the Director of the PTA Afterschool Program.

Section 7. Chair of the 5<sup>th</sup> Grade Committee

The Chair of the 5<sup>th</sup> Grade Committee will coordinate the fundraising activities of the 5<sup>th</sup> Grade Committee.

Section 8. Grade Representatives

Grade Representatives shall serve as liaisons between the PTA and their respective grades at school. They shall have primary responsibility for coordinating class parents, facilitating class lists and coordinating parent volunteers.

Section 9. Members at Large

Members at large have full voting rights on the Executive Board and may fill any committee leadership role voted upon by a majority of the Executive Board.

Section 10. Vacancies

10.1. If a Co-President resigns, the remaining Co-President will become President. A vacancy occurring in the office of the President shall be filled by the Vice President for the remainder of the term of office. A vacancy occurring in the other officer positions shall be filled by a special election process. Once an election has been certified, officers who wish to resign their positions must do so in writing to the Secretary; at that time, they shall turn over all records to the Secretary. In the event of the resignation of the Secretary, s/he must transfer records to the President.

10.2 Special Election Process Special elections shall be held to fill any officer vacancy, other than the position of President. The Executive Board shall be responsible for announcing any vacancies that may occur and ensuring that all vacancies are filled by the next regularly scheduled meeting of the PTA, or within ten days for the required positions of Secretary or Treasurer. In those instances where a vacancy occurs in the required positions of Treasurer and/or Secretary, the Executive Board shall call a special membership meeting in accordance with the provisions outlined in these bylaws.

**Article VI - Executive Board**

Section I. Meetings

Regularly scheduled meetings of the Executive Board shall be held in the school, monthly, September through June, on a schedule published by the Executive Board to the general membership no later than ten days before the first meeting in September. All members may attend, speak and otherwise participate, if acknowledged by the chair.

Section 2. Voting

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

Section 3. Quorum

Six members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Section 4. Ad Hoc Committees

Ad hoc committees shall be established by Executive Board and approved by the General Membership.

**Article VII. Grounds for Removal**

Section 1. Attendance

Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause, or who has stopped performing her/his official duties, shall, following written notice, be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The PTA's meeting notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member.

Section 2. Loss of Confidence

Officers and Executive Board members may be removed from office for any reason utilizing the following process:

- a. A petition to recall an officer is signed by 30 members and filed with the Executive Board;
- b. At a duly noticed meeting of the General membership, two-thirds of those present vote to remove the officer.

**Article VIII: June Transfer of Records**

The outgoing PTA Executive Board shall arrange for the orderly transfer of records and information of the PTA to the incoming Executive Board. These shall include an overview of PTA financial transactions for the school year. 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 / Parents' Advisory Council during this process.

**Article IX: Membership Meetings**

Section 1. General Membership Meetings

Regular general membership meetings shall be held in the school no less than five times a year, on a schedule determined by the Executive Board. The first general membership meeting shall be held within 60 days of the start of the school year. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. A ten-calendar-day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.

#### Section 2. Annual Meeting

The Annual Meeting shall take place in May. At this meeting, annual reports shall be given. A “draft” budget for the following school year shall be presented at this meeting and a final budget shall be approved by a majority vote.

#### Section 3. Order of Business

The order of business at meetings of the association, unless changed by the Executive Board, shall be:

- Reading and Approval of Minutes
- President’s Report
- Treasurer’s Report
- Principal’s Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

#### Section 4. Quorum

A quorum of 20 members of the PTA shall be required to conduct official business. Once a forum is established, business may be conducted even if even if a member subsequently leaves the meeting.

#### Section 5. Minutes

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request to any member.

#### Section 6. Special Membership Meetings

6.1 A special membership meeting shall be called to deal with any matter(s) of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours’ written notice to members, stating precisely what the topic of the meeting will be.

6.2 In addition, upon receipt of a written request from five (5) association members, the President must call a special membership meeting within five working days of the request and with forty-eight (48) hours’ written notice to members. All members are eligible to attend.

#### Section 7. 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 PTA 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* is the parliamentary text that governs the PTA where the bylaws do not apply.

#### Section 8. Speaker Rights

In accordance with accepted parliamentary procedure, all members have the right to express their opinion or view at any meeting without fear of penalty or reprisal.

### **Article X – Financial Affairs**

No part of the net earnings of the PTA shall inure to the benefit of any member or officer of the association, or any private individual (except in reasonable compensation for services rendered to the association), and all expenditures must be connected to the goals of the PTA.

#### Section 1. Fiscal Year

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

#### Section 2. Signatories

The President or Co-Presidents, PTA Treasurer and Afterschool Program Treasurer shall be authorized to sign checks. All checks require two signatures. Signatories shall not be related by blood or marriage, or be members of the same household. The Executive Board has the authority to approve expenditures of up to \$500 without first seeking prior approval of the general membership. The amount spent and the reason for the expenditure shall be reported to the general membership at the next association meeting in writing by the PTA Treasurer. The Executive Board must receive prior approval from the general membership for expenditures in excess of \$500.

#### Section 3. Membership Approval

All expenditures of funds in excess of \$500 must be approved by a vote of the PTA membership for specific purposes.

#### Section 4. Budget

4.1: The Treasurer shall prepare a “draft” budget for the next school year, which shall be approved by the Executive board and submitted for ratification by the general membership at the Annual Meeting. The Treasurer may choose to appoint a Budget Committee to assist in the preparation of the “draft” budget.

4.2: The incoming Executive Board must review the budget in September for presentation and discussion during the September meeting of the PTA. Budget amendments may be proposed at this time.

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

#### Section 5. Fundraising

The Executive Board must approve all fundraising activities, which must be consistent with all applicable regulations. The approval of the membership must be obtained prior to initiating any fundraising activities. For each fundraising activity or event, the PTA 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.

#### Section 6. 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 7. Financial Accounting

7.1. The PTA Treasurer shall prepare and provide copies of the Interim Financial Accounting Report by January 31, and the Annual Financial Accounting Report by the June meeting, including all income and expenditures, to be presented and reviewed by the general membership. Copies of these reports shall be provided to the Principal.

7.2. The PTA Treasurer shall be responsible for maintaining the association's status as a tax-exempt organization, including filing appropriate forms with the Internal Revenue Service and New York State for the previous Fiscal Year.

#### Section 8. Management of Funds

8.1. The PTA Treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws. All PTA financial records shall be available for a visual inspection, upon request, to any member of the association. Copies of records shall only be provided to a member upon vote of the executive board. The Principal shall have access to the PTA's records on receipt of a complaint.

8.2. 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, PTA minutes related to the expenditure, etc.

8.3. Writing checks to petty cash or cash and the use of withdrawal slips and ATM cards are prohibited.

8.4. PTA members may only be reimbursed for PTA petty cash expenses if they submit receipts, the check is made payable to the PTA member, and the expense is otherwise authorized according to these bylaws.

8.5. All cash received by the PTA for an activity, program, or fundraiser must be counted in the presence of two people not related by blood or marriage, or members of the same household, and must be deposited within two business days of receipt.

## Section 9: Audit

9.1 If requested by two or more members of the Executive Board or general membership, the President shall request volunteers to form an Audit Committee of three to five (3–5) persons, to be ratified by the general membership. Executive Board members, if they are not check signatories, may serve. The majority of the committee should come from the general membership.

9.2 The Audit Committee shall prepare an audit of all financial affairs of the organization with the help of the Treasurer, who shall make all books and records available to them.

9.3 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 expenditure of funds.

9.4 The Audit Committee shall prepare a written report to be presented to the membership at its May meeting or upon completion of its review and investigation, as applicable. This report shall be included for review and discussion during the June transfer of records.

## Article XI Conflict of Interest

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

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

If a PTA member or a member of the PTA member's family or household has a financial interest in a contract or other matter before the PTA, the member must disclose such interest before any vote on the matter. Any member of the PTA who has a conflict of interest shall be ineligible to vote on that matter.

## Article XII – Amendments

These bylaws may be amended at any regular meeting of the association by a two-thirds 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 voted on. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article XII , at the membership meeting held on April 12, 2007.

\* All bylaws are pursuant to the Chancellor's regulations.

Signed by:

\_\_\_\_\_  
President (print) (signature)

\_\_\_\_\_  
Secretary (print) (signature)

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(month) (day) (year)