

BYLAWS
OF
Parents of PS334, Inc.,
The Parent-Teacher Association of PS334,
A not-for-profit corporation 501(c)(3)

Last amended and
APPROVED BY THE MEMBERSHIP ON April 27, 2023

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ARTICLE I

Titles

Section 1. Name

- 1.1 The name of the Association shall be: **Parents of PS334, Inc.**, the Parent-Teacher Association of PS334, a 501(c)(3) not for profit corporation (hereinafter referred to as the Association or the PTA).
- 1.2 P.S. 334 shall hereinafter be referred to as The Anderson School.

ARTICLE II

Objectives, Rights, & Responsibilities

Section 1. Objectives

The objectives of the Association are:

1. To promote and help develop a cooperative working relationship among the parents, teachers and staff of our school.
2. To provide a forum where parents and school staff can come together as an active force working for the achievement of excellence in the education of each child within the context of a school devoted to an accelerated education.
3. To provide support and resources to the school for the benefit and educational growth of the children.
4. To foster and encourage parent participation on all levels.
5. To further develop home-school-community relations.

Section 2. Rights and Responsibilities

The Association shall have the rights and responsibilities set forth in the New York City Department of Education's pamphlet Parents Associations and the Schools and its implementing regulations, which are incorporated by reference in these Bylaws.

ARTICLE III

Membership

Section 1. Eligibility

- 1.1 Membership in the Association shall be limited to all parents (by birth and step parents), legally appointed guardians, foster parents, persons in a parental relation,

and designated persons having a relationship to students currently attending The Anderson School (collectively hereinafter referred to as parent or parent(s)) and all teachers and educational staff members currently employed on a full-time basis in The Anderson School (collectively hereinafter referred to as staff).

- 1.2 A list of eligible members shall be on file with the PTA Executive Board as provided by The Anderson School Principal. The rules of eligibility are described in the New York City Department of Education's Chancellor's Regulation A-660 (herein referred to as CR A660). The period of designation shall be from July 1 to June 30th and must be renewed each year.
- 1.3 In these Bylaws, the title of an Officer and Member-at-Large used in the singular refers to all Co-Office holders sharing responsibility for an office.

Section 2. Participation

- 2.1 All parents and staff are automatically Members of the Association.
- 2.2 Each Member shall be requested to make a voluntary donation to the Association. Donations are not a requirement for membership, voting, or running for office.
- 2.3 Donations in the form of money, services, and time are all encouraged and accepted.

Section 3. Voting Privileges

- 3.1 Each Member shall be entitled to one vote. If a meeting is in person, then the vote shall be made in person. If a meeting is through Virtual Remote Platform ("VRP"), then the vote shall be made through the VRP. Voting for "everyday" matters in hybrid format, such as approving meeting minutes, is acceptable, but no voting shall be conducted at any meeting held in hybrid format with participants joining both in person and through a VRP for critical matters, such as elections, budget changes over \$5,000 and bylaws amendments.
- 3.2 Voting by proxy, absentee ballot or email is prohibited.
- 3.3 Members deemed to have a conflict of interest as defined in the New York City Department of Education's pamphlet Parents Associations and the Schools (to be referred to as the Blue Book from now on) and the Chancellor's Regulations shall not be permitted to vote on restricted issues.

Section 4. Notice to Parents and Staff

- 4.1 At the beginning of each school year, the Association shall distribute a "Welcome Packet" by hardcopy (e.g., letter, newsletter, handbook) and/or electronic means (e-mail) to all Members advising them of but not limited to membership information

(e.g., links to PTA web site, Parent Handbook), Executive Board directory, meeting schedules, voluntary donation information and volunteer request forms.

ARTICLE IV

Meetings

Section 1. Schedule of General Membership Meetings

- 1.1 Prior to the start of the upcoming school year, the executive board will survey parent members and select the day, time, location and format (in-person, virtual, or hybrid) for the monthly general membership meeting for the upcoming school year. Meetings shall be held once per month from September through June. The schedule shall be published each September and shall be in accordance with the Chancellor's Regulations for PTA meetings.
- 1.2 If the meetings fall on a legal or religious holiday or for some other reason it is impracticable to meet, the meetings shall be shifted. In such instances, the meeting shall be held on another day as determined to be practical by the Executive Board. The Members shall be alerted to changes as early as possible by hardcopy and/or electronic media (e-mail).
- 1.3 The last meeting of the school year (June) shall be the Annual Meeting of the Association, at which time year end committee and annual budget reports may be given by the Officers and Committee Chairpersons.

Section 2. Notices of Schedule of General Membership Meetings

- 2.1 A planned schedule of General Membership Meeting dates shall be prepared by the Executive Board for distribution prior to the first General Membership Meeting of the school year and issued in a school calendar.
- 2.2 Written notice, by hardcopy and/or electronic media (e-mail), of each membership meeting shall be distributed in all applicable languages, as appropriate. A ten-calendar day notice shall be required prior to the scheduled meeting. The agenda of the meeting shall be included if it is known at the time the notice is sent. The date of distribution shall appear on all notices.
- 2.3 The form of all Association meeting notices can be hardcopy (e.g., letter, newsletter) and/or electronic media (e-mail).

Section 3. Attendance and Participation at General Membership Meetings

- 3.1 All Members of the Association are encouraged to attend and participate at General Membership Meetings subject to restrictions in these Bylaws.

- 3.2 All Members shall state their name and class or staff affiliation prior to addressing the General Membership. All non-Members may attend as observers and may speak and otherwise participate only at the discretion of the President.
- 3.3 All in-person PTA meetings must be held in the school, except in extenuating circumstances. Under no circumstances are in-person PTA meetings to be held in private residences.
- 3.4 All PTA meetings, including executive board and subcommittee meetings, must be open to the full membership of the PTA. Non-Members of the PTA may attend General Membership meetings as observers and may speak and otherwise participate only at the discretion of a Co-President or Meeting Chair. Non-members may attend Executive Board meetings only with approval of the Executive Board.
- 3.5 In the absence of all Co-Presidents, meetings will be chaired by the Secretary.

Section 4. Special Membership Meetings

- 4.1 Special Membership Meetings may be called to deal with a matter or matters of importance that cannot be held until the next General Membership Meeting. Special Membership Meetings may be held in person at The Anderson School, through a VRP or in a hybrid fashion. The President(s) may call a Special Membership Meeting, with a minimum of forty-eight hours' hardcopy (e.g., letter, newsletter) and/or electronic media (e-mail) notice to parents stating precisely what the topic of the meeting will be.
- 4.2 Upon receipt of a written and/or electronic request from five Association Members, the President must call a Special Membership Meeting within five school days of the request and with forty-eight hours' hardcopy (letter or newsletter) or electronic media (e-mail) notice to parents.

Section 5. Quorum – General Membership Meeting

- 5.1 The quorum for a General Membership Meeting shall consist of representation by at least eight (8) PTA members, including a minimum of two (2) executive board members and six (6) Members. In the case of a hybrid meeting, at least one executive board member must attend in person.
- 5.2 Every effort should be made to hold no votes with fewer than nineteen (19) Members of the Association in attendance.

Section 6. Order of Business

- 6.1 The following order of business is recommended for all regular General Membership Meetings of the Association:
 - Review and Approval of Minutes

- Principal's Report
- Committee, Task Group, and/or Member-at-Large Reports, if any
- President's Report, if necessary
- Adjournment

6.2 Changes to the order of business may be necessary due to the availability of presenters

Section 7. Documents Available at Meetings

- 7.1 Minutes of the previous General or Special Membership Meeting shall be distributed in written and/or electronic form prior to or at each General Membership Meeting.
- 7.2 The Minutes of the previous General or Special Membership Meeting shall be approved at the General Membership Meeting.
- 7.3 Sign-in sheets shall be provided for recording attendance at Association Meetings that are held in person or in a hybrid format. Any attendance through VRP shall be separately recorded by a member of the executive board designated ahead of such meeting.
- 7.4 Copies of the Treasurer's current financial report will be available for examination at Association Meetings that are held in person or in a hybrid format. A copy (hardcopy and/or electronic) can be obtained upon request and adequate notice. .
- 7.5 A copy of these Bylaws shall be available at request at every General Membership Meeting that is held in person or in a hybrid format. A copy (hardcopy and/or electronic) can be obtained upon request and adequate notice.

Section 8. Use of Virtual Remote Platforms (VRPs) and related adjustments

- 8.1 Voting for critical matters as defined in Section 3 at any meeting contemplated in these Bylaws shall take place at either an in-person meeting or a meeting conducted wholly through a VRP, in the interests of clarity, no voting for critical matters shall take place at a meeting that is held in a hybrid format. To the extent any procedures contemplated under these Bylaws were designed for an in-person meeting, reasonable efforts shall be taken to adapt such procedures for use of a VRP in the event that a meeting involves a VRP.

ARTICLE V

Elections

Section 1. Creation of the Nominating/Election Committee

- 1.1 The Nominating/Election Committee shall consist of two to five (2-5) Members that are selected by the Membership at the February General Membership Meeting. The majority must come from the General Membership, but out-going Officers and Committee Chairs may also serve on this Committee.
- 1.2 Members of the nominating committee are not eligible to run for office. An eligible Member of the nominating committee may be considered as a candidate if he/she resigns from the committee in writing as soon as the decision to run is made.
- 1.3 The Nominating/Election Committee shall choose one of its Members to serve as chair of the committee.
- 1.4 No person employed in The Anderson School who has children in The Anderson School shall be eligible to serve on the Nominating/Election Committee. Employees who do not have children currently enrolled at Anderson may serve on the Nominating/Election Committee.
- 1.5 A Nominating/Election Committee shall propose nominees for all Association offices and heads of standing committees, with the exception of the Kindergarten Members-at-Large.
- 1.6 If a Nominating/Election Committee is not/cannot be formed by the end of February, the executive board must communicate that the nominations and election process outlined above will proceed under the direction of at least one member of the association who is not running for office. These members will be selected to serve in this role at the March general membership meeting. They will perform the responsibilities and adhere to the timeframe outlined in this section of the Bylaws. They may also seek assistance in conducting nominations and the election from the appropriate region/district Presidents' Council and/or the district or regional superintendent of his/her representative by no later than the second Friday in June.
- 1.7 If at least one member of the association who is not running for office are not/cannot be identified to conduct the nomination and election process, an expedited nominations and election process as outlined in Chancellor's Regulation A-660 will be conducted by the appropriate region/district presidents' council and/or the district or regional superintendent of his/her representative by no later than the second Friday in June.
- 1.8 The PTA Executive Board Elections will be held prior to the SLT Elections in accordance with Chancellor's Regulation A-660.

Section 2. Making Nominations

- 2.1 The Nominating/Election Committee shall solicit nominations for candidates for all positions, including officers, heads of standing committees, the Member-at-Large (SLT), and the other parent members of the SLT (but not the Kindergarten Members at-Large).

- 2.2 The Nominating Committee shall be responsible for reading and complying with the Bylaws and the Chancellor's Regulations regarding PTA elections and communicating to the Members at the March and April general meetings the process that will be followed including all relevant deadlines and voting dates.
- 2.3 The Committee shall confirm the desire and determine and verify the membership of all candidates before adding them to the slate of nominees.
- 2.4 The Committee shall report during the May General Membership Meeting the names of those candidates that have been gathered to date. An opportunity must be given at the May Meeting to get additional nominations from the floor. A date for the closing of nominations will be announced at the May General Meeting.
- 2.5 The nomination process shall be officially closed at least 14 days before the June General Membership Meeting. The Notice of the June General Membership Meeting and Slate of Nominees for the Executive Board shall be distributed to the General Membership and principal in accordance with CR A-660's notice requirements. The notice shall be distributed at least ten (10) calendar days prior to the June General Membership Meeting where the election will take place. The Slate of Nominees shall list all candidates in alphabetical order under the office for which they were nominated. The notice shall be in hardcopy and/or electronic notice (e-mail) form and shall be available in English and translated, as appropriate.
- 2.6 The Committee shall prepare ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election prior to the June meeting.
- 2.7 As required by Chancellor's Regulation A-660, the Principal will be notified of the date and time of the PTA election by April 1.
- 2.8 In accordance with Chancellor's Regulations eligible nominees may run and serve on both the PTA and SLT simultaneously.

Section 3. Electing the Executive Board [Except the Kindergarten Representatives and Budget Committee members]

- 3.1 As required by CR A660, the Nominating/Election Committee shall conduct the election during the period of time between the 20 school days after the fourth Monday in May and the third Friday in June at either an in-person meeting or using a Virtual Remote Platform ("VRP") at a virtual meeting. The election shall not be conducted during a hybrid meeting.
- 3.2 The elections shall be scheduled to encourage maximum Member participation.
- 3.3 Each eligible Member of the Association is entitled to one vote in the elections.

- 3.4. The election shall be conducted either in-person or via VRP. Notice of the election must be sent to the Members and must indicate whether the election will take place at an in-person or virtual meeting.
- 3.5. Names of candidates shall appear on the ballot under the title of the office for which they were nominated in alphabetical order.
- 3.6. Candidates are eligible to be nominated for more than one office. In the event that an individual is elected for a position, that individual's nomination will be removed for the remaining offices.
- 3.7. In accordance with Chancellor's Regulation A-660 where an officer position has more than one co-officer, co-officers must run together as a slate in order to serve together. This does not exclude another nominee or slate from running against a slate.
- 3.8. During the election meeting, candidates will be provided with a brief opportunity to address the membership prior to voting. If a candidate is not able to be present (including remotely at a meeting held via VRP), another person may read the candidate's statement.
- 3.9. The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PTA. This verification must occur prior to the distribution of ballots. Once a member's eligibility to vote has been verified, the Member will sign the attendance sheet, and then receive a ballot. Alternative means may be used to verify membership with respect to members attending remotely.
- 3.10. Ballots, including through VRP, shall be created with instructions in English and other languages, as appropriate.
- 3.11. Written ballots are required for contested elections. Candidates must be listed in alphabetical order by surname for all offices. Ballots must indicate if the candidates are running for President or Co-President and Co-Presidents must be listed together and must be voted on as a slate. If other Board Members are running together (e.g., Co-Secretaries) they too must be listed together and voted on as a slate. Reasonable efforts shall be taken to ensure that voting taking place through a VRP uses electronic means to reproduce the balloting system described in this paragraph.
- 3.12. Each Member present at the meeting may vote for the maximum number of candidates (or, in cases where candidates are running as a slate, may vote for one slate per office) allowed to hold a particular Office. The candidate or slate of candidates with the most votes for the office is elected to that Office. In the event there is a tie vote, a run-off election between the candidates that tied shall be held. Ballots (or the equivalent in the case of an election conducted through VRP) shall be counted immediately and in the presence of the Members.

- 3.13 When the tally of votes is complete, the Chair of the nominating committee shall announce the results of the election to the Membership and state that those results are official. The chairperson shall notify the Principal and Presidents' Council in writing about the results of the election by one week after the election.
- 3.14 The election must be certified by the Principal or his/her designee immediately following the election.
- 3.15 For an in-person meeting, ballots must remain in the meeting room until the election meeting has been adjourned. Ballots shall be retained on school premises for six months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later. With respect to voting conducted through a VRP, the results of voting shall be recorded by electronic means and retained throughout the retention period.
- 3.16 In uncontested elections, members may vote by show of hands or by acclamation in the case of an in-person meeting or by similar means if the meeting is conducted by VRP, to accept the slate of incoming officers.

Section 4. Installation of Officers

- 4.1 Installation of the newly elected Officers shall take place at the June General Membership Meeting.
- 4.2 The period from that meeting through July 31st shall be the transitional time when access to PTA shared drives, emails, relevant PTA services and accounts, information and records are transferred from the outgoing Executive Board Members to the incoming Executive Board Members. In order to protect sensitive financial and personal member information, every effort must be made to ensure only current Board Members or active Committee members have access to PTA shared drives, emails and accounts. At least one meeting will be scheduled during the month of June for this purpose. All email accounts and access to PTA shared drives and information, and relevant PTA accounts must be updated during this transition. Any member of the Executive Board may request the assistance of the district or region Presidents' Council during this process.
 - 4.2.1 Upon installation, all incoming Executive Board Members will be responsible for reading these Bylaws and all Chancellor's Regulations governing PTAs.
- 4.3 The out-going Executive Board Members are encouraged to attend the first Executive Board meeting.

Section 5. Electing the Kindergarten Representatives

- 5.1 Nominations for the Kindergarten Representative positions (see Article VII for description) and budget committee members shall be made from the floor of the September General Membership Meeting.
- 5.2 The nominees shall be invited to the next Association Executive Board Meeting.
- 5.3 The Election shall take place at the October General Membership Meeting.

Section 6. Vacancies

- 6.1 Mandatory officer vacancies occurring before the start of the school year that are not the result of resignation shall be filled by an expedited election to be held no later than October 15th. In the case of non-mandatory officer vacancies occurring before the start of the school year, the remaining Executive Board members may select to leave any such position open for the remainder of the school year or hold an expedited election.
- 6.2 All officer vacancies occurring after the start of the school year may be filled by succession as follows:
 - (a) Vacancies in the Office of President or Co-Presidents. Upon resignation of a single President, a Vice President, selected by the Executive Board, may assume the duties of the President if they are willing. In the case of Co-Presidents, the remaining president may assume the role solely or choose to resign so that co-officers can be elected to fulfill the term. If the remaining officer chooses to resign, the Executive board may select one of the Vice Presidents to assume the duties of President if that Vice President is willing;
 - (b) Vacancies in the Office of Vice President. One of the remaining Vice Presidents may assume the duties of the Vice President who has left, if they are willing;
 - (c) Vacancies in the Office of Recording Secretary or Co-Recording Secretaries. The remaining Executive Board members will assume the role of Recording Secretary until such time a new Recording Secretary or Co-Recording Secretaries shall be elected as provided in these Bylaws;
 - (d) Vacancies in the Office of Treasurer or Co-Treasurers. One of the remaining treasurer may assume the role solely or choose to resign so that co-officers can be elected to fulfill the term. If the remaining officer resigns, one of the Officers may assume the role of Treasurer if they are willing, until such time a new Treasurer shall be elected as provided in these Bylaws;
- 6.3 Officers may choose to retain their position and not succeed to a vacant office. In the event that an officer so chooses and an office cannot be filled through succession, an expedited election must be held to fill the vacancy of any mandatory officer positions as described in Article V herein. In the case of a vacancy in a non-mandatory officer position, the remaining Executive Board members may select

to leave any such position open for the remainder of the school year or hold an expedited election to fill the position.

- 6.4 Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary or Co-Recording Secretaries and immediately turn over all PA/PTA records. In the event of the resignation of the Recording Secretary or Co-Recording Secretaries, he/she must submit their written resignation letter to the President(s) or highest-ranking officer along with all association records. If a mandatory office cannot be filled by succession, an expedited election shall be held. Upon the resignation or removal of a Co-Officer, the remaining Co-Officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

ARTICLE VI

Executive Board

Section 1. Composition

- 1.1 The Members of the Executive Board shall consist of the elected Officers of the Association, Grade Representatives, and select Committee Chairs (see Articles VII and VIII for descriptions). The Association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning PTA.
- 1.2 Persons employed at The Anderson School who have children currently enrolled at The Anderson School or community school board members and or community and citywide education councils in the District 3 or Region 10 shall be ineligible to serve as an elected officer of the Association.
- 1.3 The composition of the executive board will take effect on July 1. The current Executive Board structure will remain in effect until this date.

Section 2. Responsibilities

- 2.1 Executive Board members, by accepting a position on the PTA Executive Board, agree to adhere to the policies and procedures adopted by the board, including but not limited to policies for handling cash, confidentiality, conflicts of interest, document retention and other policies as adopted by the Executive Board from time to time.
- 2.2 The President shall have the authority to spend up to \$5,000.00 in aggregate for contingency expenditures during any school year, without prior approval of or subsequent ratification by the Membership. If an expenditure is later submitted to and ratified by the General Membership, that expenditure will not reduce the President's aggregate spending authority for the school year and that expenditure

amount will be added back into the President's aggregate spending authority for the school year. All such expenditures are to be reported by the Treasurer at the next General Membership Meeting.

- 2.3 Officers shall be required to attend all Executive Board Meetings unless a good and valid excuse is provided.

Section 3. Executive Board Meetings

- 3.1 Regular meetings of the Executive Board shall be held on the second Monday of the month at 7:00PM. The President(s) shall survey the Board from time to time to determine whether the day and time or manner of meeting should be changed.
- 3.2 If the scheduled meeting falls on a date that is a legal or religious holiday or for some other reason is not a practical date for the meeting, the meeting shall be shifted to another date/time. The changed date/time shall be provided to all Executive Board Members as early as possible and a notice posted for the General Membership's information.
- 3.3 A planned schedule of Executive Board Meeting dates shall be prepared by the Board and distributed at the first General Membership Meeting of the school year. This schedule will include the expected format of the meetings.
- 3.4 The President(s) may call a special meeting of the Executive Board with a minimum of twenty-four hours' telephone, hardcopy, and/or electronic (email) notice to Executive Board Members.
- 3.5 Upon the written request of at least three Executive Board Members, the President must call an Executive Board Meeting within five days after receipt of the request.
- 3.6 All meetings of the Executive Board may be held in person at The Anderson School, through a VRP, or in a hybrid fashion. No less than twenty four (24) hours prior to any meeting of the Executive Board all Executive Board members shall receive notice of the date, time and manner of attendance for such meeting.

Section 4. Voting

- 4.1 With limited exceptions detailed in Article VII, each Member of the Executive Board of the Association shall have equal status with one vote on the Executive Board.
- 4.2 Where an Officer position has more than one Co-Officer, each of the Co-Officers has a vote.
- 4.3 All votes of the Executive Board will be decided by a majority vote of the Executive Board members who are present at this meeting provided that quorum is met.

4.4 No voting may take place at a hybrid meeting.

Section 5. Quorum

5.1 A meeting of the Executive Board can begin once seven (7) of the Members are present.

Section 6. Disciplinary Action

6.1 Non-excused absences from Meetings of Executive Board Members.

- (a) Upon the recommendation of the Executive Board or the motion of a Member and two-thirds (2/3) vote of the Membership, any Officer who fails to attend three (3) consecutive Board Meetings without good cause following written notice from the President(s) shall be removed from Office.
- (b) The Association's notice and agenda must cite that a vote will be taken by the Membership as a disciplinary action against an Executive Board Member.

6.2 Misconduct or Neglect of Duty By Executive Board Members

- (a) A motion to appoint a Review Committee to review the possible misconduct or neglect of duty of one or more Executive Board Members may be presented by any Member during any Meeting of the Association. The motion must be approved by majority vote of the General Membership present.
- (b) The majority of the Review Committee must be comprised from the General Membership. Executive Board Members against whom charges are being contemplated may not serve on the Review Committee.
- (c) The Review Committee must investigate, examine, and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact finding review. The Review Committee must consider all pertinent facts and information gathered. The Officer(s) against whom the action is being taken has the right to present relevant facts, documents, and witnesses.
- (d) The committee must present its findings and recommendations during a General Membership Meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the Review Committee.
- (e) The Association's notice and agenda must cite that a vote will be taken by the Membership regarding disciplinary action. The General Membership shall then vote to remove or absolve the Officer(s).
- (f) Any Executive Board member subject to such Review as described in Sect. 6.2(a) thru Sect. 6.2(e) above shall be considered suspended from the Executive Board upon formation of the Review Committee, and shall remain suspended until resolution of the matter as described in Sect. 6.2(e). Suspension may include the removal of access to PTA-owned email accounts, Google groups, and other PTA property at the discretion of the President or other mandatory Officer (as the term is used in Chancellor's Regulation A-660, to include the Secretary and Treasurer along with the President). In

addition, with prior notice to the School Principal and/or Assistant Principal, any PTA mandatory Officer may initiate the temporary revocation of any Executive Board member's access to PTA-owned email accounts or other property if a mandatory Officer(s) becomes aware that the Executive Board member in question has engaged in potential misconduct. The decision to revoke such access must be ratified by a majority of the Executive Board within sixty (60) calendar days.

ARTICLE VII

Officers and Members-at-Large

Section 1. Titles

1.1 The Officers and Members-at-Large of the Association shall be:

President, up to a total of 3 Co-Presidents
Vice Presidents, as follows:
Vice President, Fundraising & Programming (up to a total of 3 Co-Vice Presidents)
Vice President, Auction (up to a total of 2 Co-Vice Presidents)
Vice President, Direct Appeal (up to a total of 2 Co-Vice Presidents)
Vice President, Parent Involvement (1 position)
Vice President, Communications (up to a total of 2 Co-Vice Presidents)
Vice President, Community Affairs (up to a total of 2 Co-Vice Presidents)
Vice President, Hospitality/Welcoming (1 position)
Recording Secretary (1 position, with 1 alternate)
Treasurer (up to a total of 2 Co-Treasurers and up to a total of 3 Co-Assistant Treasurers, or 1 Treasurer and up to a total of 4 Co-Assistant Treasurers.)
Budget Chair (up to total of 2 Co-Chair positions)
Grade Representatives (up to a total of 2 Co-Grade Representatives from 1st to 8th grade, and up to a total of 3 Co-Grade Representatives for K; Only 1 vote per grade in instances where grades are represented by 2 or 3 persons)

All co-officer positions must be listed as a slate.

1.2 Every effort should be made to have representation on the Executive Board by parents of students in grades K-8.

1.3 The responsibility of each Office held by more than one person is to be shared.

Section 2. Term of Office

2.1 The term of office for all Officers shall be one year from July 1 through June 30 of the following year. If any Offices are not filled until the fall, the term of Office for any Officers elected in the fall shall start as soon as they are elected and go through June 30 of the following year. The period of time from July 1 to July 31 shall serve

as the period during which outgoing officers provide incoming officers with all materials and records for their position and transition the responsibilities of the office.

- 2.2 The Kindergarten Grade representatives shall be nominated at the September General Membership meeting or absent a candidate, at any time prior to the October meeting via e-mail, and elected for a one-year term at the October General Membership meeting.
- 2.3 The Budget Committee Members shall be nominated at the September General Membership meeting or absent a candidate, at any time prior to the October meeting via e-mail, and elected for a one-year term at the October General Membership meeting.
- 2.4 Any new positions created require an amendment to the Bylaws and will be filled at the next general election by the General Membership.

Section 3. Eligibility

- 3.1 Eligibility for Office is limited to parent Members of the Association who are not employed in the school.

Section 4. Duties of Officers

- 4.1 **President:** The President shall preside at all meetings of the Association and shall be an ex-officio Member of all committees except the Nominating Committee and the Audit Committee. The President shall be the Association's representative to the District Presidents' Council (although another Officer or non-board member who is acknowledged by the PTA membership and duly noted in the minutes of the PTA general meeting may attend the meetings for the President). The President is required to serve as a Core Member of the School Leadership Team and regularly attend meetings. In the case of Co-Presidents, the Co-Presidents shall determine which Co-President will serve as the mandatory member of the SLT (although another Officer or non-board member who is acknowledged by the PTA membership and duly noted in the minutes of the PTA general meeting may attend the meetings for the President). A President shall approve the agenda and lead or designate a leader for all Executive Board and General Meetings. The President shall serve as a mandatory member of the Joint Schools Committee if one is created with the other joint schools.

The President shall have bottom line, overall responsibility for all PTA Officer functions. The President shall also oversee generally the activities of the Kindergarten Grade representatives. A President may serve as one of at least two co-signatories on the Association's checks.

- 4.2 **Vice-President, Fundraising & Programming:** shall: (a) assist the President and other Vice Presidents; (b) jointly assume—together with any other available Vice

Presidents—the duties of President in the President’s absence or at the President’s request; (c) support the Treasurer and Chair of the Budget Committee on financial issues; (d) oversee all fundraising & programming activities of the Association, and, specifically, the establishment of a sufficient committee structure (see Art. VIII, Sects. 3 and 7, regarding the Fundraising and Grants Committees) to ensure adequate planning and execution of all Association fundraising & community events (with the exception of the Annual Auction and Direct Appeal), solicitations, and grant-writing efforts; regularly report back to President on status of committees and any PTA fundraising or programming activities; (e) may consult with the SLT regarding any curriculum-based initiatives of the Association for which fundraising would be appropriate; and (f) manage and maintain PTA and school calendar; ensure coordination of PTA and school events with administration; (g) coordinate with other Officers and Grade Representatives to solicit ideas on school-wide and grade-level PTA programming and events; (h) coordinate with VP of Parent Involvement and Grade Representatives to determine appropriate volunteer and committee needs for PTA programming and events

- 4.3 **Vice-President, Auction:** shall: (a) assist the President and other Vice Presidents, check in regularly with the Executive Board; and (b) assume responsibility for running a successful Auction.
- 4.4 **Vice-President, Direct Appeal:** shall: (a) assist the President and other Vice Presidents, check in regularly with the Executive Board; and (b) assume responsibility for running a successful Direct Appeal.
- 4.5 **Vice President, Parent Involvement:** shall: (a) assist the President and the other Vice Presidents; (b) oversee the Association’s efforts to engage parents as volunteers, and specifically, the establishment of a sufficient committee structure to ensure that the Association is able to reach out to parents to learn their particular interests and areas of expertise, and to then encourage them to become members of the Association and to volunteer their time or services to the school; (c) to guide the parent engagement section of any events that solicit volunteer participation for PTA roles or for specific upcoming events; (d) maintain records or a database of school-wide volunteers and make these records &/or database available to all fundraising and event chairs & other members of the PTA and support their efforts to source and organize volunteers as necessary.
- 4.6 **Vice President, Communications:** shall: (a) assist the President and the other Vice Presidents; (b) jointly assume—together with any other available Vice Presidents—the duties of the President in the President’s absence or at the President’s request; (c) prepare and distribute notices of all Association meetings and other Association communications to the Membership; (d) keep the Association’s bulletin board current; and (e) consult with the Chair of the Nominating Committee to ensure that information relating to upcoming Association meetings, and regarding vacancies for Association Officers, is disseminated in a timely manner to the parent body; and (f) oversee the Association’s efforts to share information with school families and to publish written materials, and specifically, the establishment of a

sufficient committee structure (see Art. VIII, Sect. 5) to ensure (i) the maintenance and updating of an Anderson School website; (ii) the appropriate use of e-mail systems for communication with the parent body; (iii) the publication and distribution to families of a school newsletter; and (iv) the publication of a student yearbook and/or creative arts journal; and (g) maintenance and accuracy of the school events calendar in concert with the Parent Coordinator and the School Administration.

- 4.7 **Vice President, Community Affairs:** shall: (a) assist the President and the other Vice Presidents; (b) jointly assume—together with any other available Vice Presidents—the duties of the President in the President’s absence or at the President’s request; (c) be responsible for representing or finding others to represent the Anderson School and report on meetings of the Presidents' Council, CEC, Building Council and other relevant community-based meetings and forums; (d) organize community outreach programs and events, including but not limited to sister school programs (i.e. Halloween Costume Drive) and (e) promote the school in diverse communities in the City.
- 4.8 **Vice President, Hospitality/Welcoming:** shall (a) assist the President and the other Vice Presidents; (b) organize members of the Hospitality/Welcoming Committee as recruited by Parent Involvement; (c) plan events including but not limited to Welcome Back events, Teacher Luncheons/Snacks for Parent Teacher Conferences and Meet the Teacher Night, Open Houses for prospective families, Teacher Appreciation Week, New Parent Welcome Party, Incoming Kindergarten Class Orientation, and the Anderson Buddy Program; (d) ensure that events are adequately staffed through direct communication with Parent Involvement and Administration.
- 4.9 **Recording Secretary:** shall: (a) maintain the official record of the proceedings and actions of all Association Meetings and votes including but not limited to any notices, agendas, sign-in sheets, and material distributed at all meetings; (b) make available a sign-in sheet at each Association meeting; (c) prepare minutes of each Association meeting in time for review and adoption at the next appropriate meeting, and make minutes available upon request; (d) maintain custody of the books and reports pertaining to the Association, except those of the treasurer; (e) maintain a log of all amendments to the Bylaws and shall ensure that a copy of each is on file in the Principal’s office; and (f) record the mail received by the Association and prepare responses or correspondence at the request of the Executive Board and/or the President; and (h) chair meetings when all Presidents are absent.
- 4.10 **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. The Treasurer shall adhere to and implement all financial and confidentiality procedures established by the Association. The Treasurer shall be prepared to present and provide copies of financial reports for examination at every executive board and membership meeting. This report should include a statement of income/receipts and expenditures/disbursements for the reporting period. The

Treasurer shall also prepare and distribute the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall prepare all financial records and assist with the June/July transfer of all PTA records to the incoming Executive Board.

Treasurer: shall: (a) maintain and be responsible for the transfer of Association monies to the bank accounts of the Association; (b) maintain all deposit slips with appropriate identification of funds; (c) maintain an updated, orderly, detailed and complete record of income and expenditures, broken down by budget category; (d) be one of the signatories on Association checks; (e) prepare financial reports and attend all development seminars as required by Department of Education policy and regulations; and (f) prepare a report on the Association's financial status that is understandable to non-accountants and is made available for examination at all General Membership Meetings.

- 4.11 **Assistant Treasurer:** shall be responsible for supporting the Treasurer or Co-Treasurers in all financial affairs of the association. The Assistant Treasurer will support the Treasurer in reconciling accounts and maintaining an updated record of all income and expenditures. The Assistant Treasurer shall adhere to and implement all financial and confidentiality procedures established by the Association. The Assistant Treasurer shall be responsible for collecting payments and managing different payment platforms (e.g., Venmo) at all fundraising events and initiatives (e.g., Direct Appeal, Auction, Teacher Gift) that involve monetary transactions. The Assistant Treasurer will coordinate with the Treasurer, VP of Fundraising, VP of Direct Appeal and VP of Auction in supporting any financial transactions, collection of funds, and requests for financial data or analytics.
- 4.12 **Budget Chair:** shall be responsible for preparing and monitoring the budget of the PTA. The Budget Chair's formal responsibilities, as defined in the PTA Bylaws, include leading the Budget Committee in (a) preparing each spring a proposed PTA budget for the coming year for adoption by the PTA membership, (b) preparing mid-year revised budget proposals as occasionally required, (c) providing the Executive Board and PTA Membership with budget updates, (d) soliciting feedback on budgetary matters from the SLT, the school administration, and the PTA grade representatives, and (e) submitting the PTA budget to the Principal after approval by the PTA membership. The committee's informal responsibilities include advising the PTA Executive Board on matters related to the financial health of the PTA and working closely with the PTA Treasurer and school administration to ensure the financial activities of the PTA are managed accurately and expeditiously in service of the school's mission.
- 4.13 **Grade Representative:** shall: (a) be a parent of a student in the grade they represent on the PTA Executive Board and will attend PTA Executive Meetings as well as PTA General Membership Meetings. If they are unable to attend said meetings, the Grade Representative shall send another parent of a student in their grade in their place and stead; (b) These members will bring their grade's concerns to the PTA meetings

and/or Executive Board; (c) The Grade Representative shall lead and coordinate grade-level social events, and may also find another grade parent to lead or help support such activities; (d) The Grade Representative shall act as a liaison between the grade and their grade-level teachers as needed; (e) The Grade Rep shall communicate with the parents of the grade to advise of upcoming PTA meetings, votes, events and school functions in a timely manner; (e) The Grade Representative shall work with the Executive Board to drive participation by their respective grades in the association's social and fundraising events and campaigns throughout the school year;(f) The Kindergarten Grade Representatives will organize and execute the welcome events for the incoming Kindergarten class in the Spring, working together with school admin and the rest of the Executive Board members.

Section 5. Parent Representatives on the SLT

- 5.1 There shall be three Parent Representatives to the School Leadership Team (SLT). Every effort should be made to have grades K-2, 3-5, and 6-8 represented among these parents.
- 5.1.1 In keeping with the Chancellor's regulations, there may also be additional SLT Members-at-Large positions as the number of parent members on the SLT must be equal to the number of staff positions. These positions will be filled through the regular election process (with proper notification) at the next scheduled PTA meeting.
- 5.2 The Parent Representatives to the SLT shall be elected in June for two-year terms. Where possible, at least one position shall be filled in even-numbered years, and at least one position shall be filled in odd-numbered years to allow for some continuity on the SLT.

Section 6. List of Executive Board Members

The PTA executive board shall make available to the general membership a list of elected PTA officers. The list shall include names and either a personal phone number or email address where parents may contact officers. The list shall not include officers' home addresses.

ARTICLE VIII

Committees

All Committee Chairs shall schedule meetings as necessary and notify committee members; schedule, organize, and manage the required activities of the committee; create sub-committees; maintain accurate records of all activities, income, and expenses; and be prepared to report monthly to the Executive Board and General Membership. Committee Chairs and Committee Members shall adhere to and implement all financial and confidentiality procedures established by the Association.

Section 1. Parent Involvement Committee

- 1.1 The Parent Involvement Committee is responsible for collecting volunteer forms from Members. It shall keep a record of potential volunteers and support all PTA efforts to recruit volunteers for various events throughout the year
- 1.2 The committee shall encourage all Association Members to be involved as volunteers and to participate in Association activities and special programs for parents.
- 1.3 The Vice-President, Parent Involvement shall be the Chair of the Parent Involvement Committee.

Section 2. Budget Committee

- 2.1 The Budget Committee shall be responsible for drafting a proposed budget each spring for approval by the Membership and a written review of the prior year's budget, both of which must be presented at the May General Membership Meeting.
- 2.2 To ensure continuity, the Budget Co-chairs shall be encouraged to serve overlapping 2-year terms. Where possible, at least one position shall be filled in even-numbered years, and at least one position shall be filled in odd-numbered years.
- 2.3 Budget Co-Chairs shall be officers and members of the executive board to be elected as part of the annual PTA elections process.
- 2.4 The Treasurer and President shall be a Member of the Budget Committee and make every effort to attend important budget planning meetings. The elected Chair of the Budget Committee may not be the Treasurer or President.
- 2.5 The Budget Committee shall include the following representatives, to be elected as part of the annual PTA elections process but are not considered Executive Board positions:
 - 2.5.1 2 reps for each of the following grade groupings: a. K-2, b. 3-5, c. 6-8

Section 3. Fundraising & Programming Committee

- 3.1 The Fundraising & Programming Committee shall plan and execute all fundraising and community activities recommended and approved by the Executive Board and approved by the General Membership. The committee shall collect all monies from such activities, record the income, and turn over all funds to the Treasurer for deposit. At the next General Membership Meeting following a fundraising activity, the committee heads shall report all income, expenditures, and profit from that activity and shall prepare a written report pursuant to Parent Associations and the Schools. See also Article IX, Section 4 of these Bylaws. The Fundraising &

Programming Committee shall also support any community-building events and ensure coordination of PTA and school events with administration.;

- 3.2 The Vice-Presidents, Fundraising & Programming shall be the Chairs of the Fundraising Committee.

Section 4. Communications Committee

- 4.1 The Communications Committee shall be responsible for facilitating and implementing communications between the PTA and the parents and staff. One of the duties of the committee is the publishing of a school newsletter to all parents and staff.

The newsletter shall contain items such as:

- Messages from the Principal and Association President;
- a list of incoming Executive Board Members;
- a list of upcoming Executive Board and General Membership Meeting dates;
- information concerning the election of Officers, student and parent events, and the school policies; and any other such material deemed appropriate by the Association or Chair.

- 4.2 The Communications Committee shall assist, as needed, with the development, maintenance and updating of an Anderson School website; the determination of appropriate e-mail systems for use in communication with the parent body; and the publication of a student yearbook and/or creative arts journal.
- 4.3 The Vice President, Communications shall be the Chair of the Communications Committee.

Section 5. Community Affairs Committee

- 5.1 The Community Affairs Committee shall represent the Anderson School and report on meetings of the Presidents' Council, CEC, Building Council and other relevant community-based meetings and forums.
- 5.2 The Community Affairs Committee shall promote the school in diverse communities throughout the City and shall organize community outreach programs with other schools within the City (i.e. Halloween Costume Drive)
- 5.3 The Vice President, Community Affairs Committee shall be the Chair of the Community Affairs Committee.

Section 6. Grants Committee

- 6.1 The Grants Committee shall be responsible for seeking and completing applications for grants for programs that will benefit the children, staff, or families of The

Anderson School. This shall be an appointed position by direction of the Executive Board.

- 6.2 The Vice President, Fundraising may be the Chair of the Grants Committee, but is not required to be.

Section 8. Ad Hoc Task Groups

- 8.1 When an issue or situation arises that necessitates the establishment of a task group, the Executive Board or General Membership may form an ad hoc task group to meet that need.
- 8.2 The President, with the approval of the Executive Board or Membership, shall appoint the head or heads of each Ad Hoc Task Group.
- 8.3 The Chairs of Ad Hoc Task Groups shall not be entitled to be Members of the Executive Board for this role. A Member who is on the Executive Board for a different role may also be a Chair of an Ad Hoc Task Group.
- 8.4 Ad Hoc Task Groups shall be dissolved when the need no longer exists by majority vote of the Executive Board or General Membership.

Section 9. Hospitality/Welcoming Committee

- 9.1 The Vice President, Hospitality/Welcoming shall be the Chair of the Hospitality/Welcoming Committee.
- 9.2 The committee will organize teacher events including but not limited to Teacher Luncheons/Snacks for Parent Teacher Conferences, and events for Teacher Appreciation Week.
- 9.3 The committee will organize and staff school tours and open houses for prospective families, both for Anderson Elementary School and Anderson Middle School.
- 9.2 The committee will plan and execute welcome events including the September Welcome Back events and the New Parent Welcome Event. The committee will also assist Kindergarten Grade Representatives for the incoming Kindergarten Class Orientation.
- 9.3 The committee will reach out to current Kindergarten parents in June to participate in the Anderson Buddy Program. The committee will then pair current parents with new incoming families to coordinate plans for the summer.

Section 10. Auction Committee

- 10.1 An Auction Committee may contain up to 4 auction co-chairs, with the Chair of the Committee being the Vice President of Auction.

- 10.2 A budget of anticipated auction expenses should be submitted in writing to the Budget Committee in the fall.
- 10.3 If there are substantial changes in budget, i.e., +/- 20% of budget or more after initial presentation, changes should be submitted to EB for approval.
- 10.4 The Executive Board should be notified of the date of the event by email or at Executive Board meeting before the contract for the venue is signed.

Section 12. Yearbook Committee

Vice President, Communications shall be the Chair of the Yearbook Committee or appoint a designee.

ARTICLE IX

Financial Affairs

Section 1. Fiscal Year

- 1.1 The fiscal year of the association shall run from August 1 through July 31.
- 1.2 Activities conducted by the Association related to fundraising shall follow the same fiscal year schedule.
- 1.3 Any bills or deposits that arrive after that date shall count toward the following year's records.

Section 2. Signatories

- 2.1 At least 3 persons, in addition to the Treasurer, shall be authorized to sign checks. Such persons may be: the President or Co-Presidents. All checks shall require at least two signatures. Signatories shall not be related by blood, marriage or reside in the same household.
- 2.2 The signatories shall be determined after the elections at the June General PTA meeting, and the appropriate paperwork shall be completed at the bank for the signature cards to be in effect for the start of their office.
- 2.3 Past signature cards shall be made null and void when the new signature cards are put into effect.

Section 3. Budget

- 3.1 The Budget Committee shall be responsible for:
- (a) preparing a proposed PTA budget for adoption by the Membership in the spring at a General Membership Meeting and distributing copies of the proposed Budget or Amendments with every effort for this distribution to be at least one month in advance of the vote.
 - (b) soliciting input from the SLT, grade representation, the administration and taking the input into account when creating the proposed budget in conjunction with the Treasurer(s).
 - (c) a detailed review at the May General Membership meeting of year to date actuals and projected revenues and expenditures of the PTA.
 - (d) presenting all proposed budgets for approval by the Executive Board prior to any presentation to the General Membership.
 - (e) submitting the budget to the Principal upon approval by the PTA membership.
- 3.2 The PTA budget may be amended by vote of the General Membership at any General Membership Meeting with at least 5 days notice in advance that a vote will be taken on these amendments, after having been agreed upon first by the Budget Committee.
- 3.3 Except as per Article VI, Section 2.2, all expenditures not included in the budget at the time of its adoption must be approved by resolution of the Membership.
- The Budget Committee may establish limits on projected overages requiring prior approval by a vote of the General Membership, and may adjust those limits as circumstances require (unless the President or Co-Presidents use their aggregate spending authority to authorize the expenditure).
- 3.4 The General Membership shall be informed of any budget items increased or added in association with the previous paragraph at the next General Membership Meeting.
- 3.5 The Executive Board may authorize expenditures up to the amount of each budget line item of the budget adopted at the May General Membership Meeting unless authorized by 3.3 or 3.6 of this section.
- 3.6 The Executive Board will review and vote to accept or reject all directed donations in kind and monetary, which fall outside of the approved budget.

- 3.7 The President is authorized to make an expenditure for emergency or contingency purposes not to exceed \$5,000 per budget year if deemed necessary. These expenditures shall be reported to the general membership at the next general meeting.

Section 4. Fundraising

- 4.1 The Fundraising Committee shall be responsible for researching and presenting to the Membership, as part of the annual budget presentation in the spring, all information and data relevant to proposed fundraisers for the following year. Fundraising activities must be in compliance with CR A660. The Fundraising Committee may propose additional fundraisers at any time during the year. The Membership shall vote to approve all fundraisers and their initial budget prior to the signing of contracts or agreements and pursuant to planning with the Principal of all fundraisers involving students during school hours
- 4.2 Upon approval of the Membership, the Fundraising Committee shall be responsible for all arrangements, notices, committee assignments, and other logistical details in preparation for the activity.
- 4.3 The Fundraising Committee shall be responsible for keeping events within the budget allotted.
- 4.4 If expenses for a specific event need to exceed the budget, the issue must be presented to the Executive Board and/or the General Membership as restricted by other sections of these Bylaws.
- 4.5 At all scheduled PTA fundraising events, the Fundraising Committee shall ensure that at least 2 persons unrelated by blood, marriage or as a member of the same household, shall be present to collect, count, tally, and record all monies received prior to leaving the event. And one of the 2 persons shall be a Treasurer or his/her designated representative. All requests for payments must be supported by acceptable documentation as stipulated by the Treasurer.
- 4.6 The Treasurer and Assistant Treasurer or their designated representatives shall arrange to deposit all cash collected in a Parents of P.S. 334, Inc. bank account no later than the next business day following the fundraiser, when possible. Deposit slips shall identify the source of all monies deposited, i.e., cash, check or money order.
- 4.7 The head of each fundraising event shall prepare a report in writing of each fundraiser (see Chancellor's Regulation A-660 for format), distribute to the membership at the next General Membership meeting, and file in the Principal's office.
- 4.8 All disbursements of funds raised must be based on acceptable supporting documents as stipulated by the Treasurer. Should the Treasurer reject the validity of

any receipt or documentation, the Treasurer should refer the matter to the Executive Board, which shall approve or deny the request.

- 4.9 Writing checks to petty cash or cash is prohibited.

Section 5. Audit

- 5.1 At the April General Membership Meeting, the President shall request volunteers to form an Audit Committee of three persons, who will also serve in such capacity for the following school year. Executive Board Members, other than those who are check signatories, may serve.
- 5.2 The Audit Committee shall perform regular reconciliations at least annually, of the bank statements to the records of the Association's fundraising events, both the receipt of funds and the expenditure of funds.
- 5.3 Per the Federal regulations dictated by 501(c)(3) status, if an external audit is required, the audit committee shall assist in the selection of an independent auditor, who is not affiliated with PS 334 in any manner. Auditor shall prepare an audit of all financial affairs of the organization. The Audit Committee shall oversee the external audit of all financial affairs of the Association with the help of the Treasurer(s) and Assistant Treasurer(s), who shall make all books and records available to the committee and the external auditor. External Audit for these purposes is defined as an independent auditor.
- 5.4 Additional duties of the Audit Committee may include the examination of all relevant financial statements and records of disbursements, verification of all PTA equipment and ensuring compliance with By-Law provisions for the expenditure of funds.
- 5.5 The Audit Committee shall present the written report prepared by the independent auditor to the membership upon completion of their review, as applicable. This report and any audit committee reports or findings shall be included for review and discussion during the June transfer of records.
- 5.6 If there are no eligible PTA members who volunteer to serve on the Audit Committee in any given fiscal year, the Association must pay for an independent auditor to fulfill the Audit Committee role.

Section 6. Financial Accounting

- 6.1 The Treasurer shall prepare an interim financial accounting as of January 31 and an annual financial accounting for the year ended July 31 of all income and expenditures.

- 6.2 A copy of the accounting or a summary thereof must be filed in the Principal's office and made available to all parents at the next respective General Membership Meeting.
- 6.3 A copy of the fundraising records of the Association shall be maintained on file in the school.
- 6.4 Upon written request identifying items to be reviewed, any Association Member shall be provided the information within one month of request. The review shall take place in the presence of at least three Executive Board Members with a sign-in sheet identifying who was in attendance and what materials were reviewed.

Section 7. Banking

- 7.1 The Treasurer may set up online access for PTA bank accounts and must use an Anderson domain or DOE-issued email address, preferably a generic email (e.g., treasurer@andersonpta.org) to ensure access and documentation of all transactions are stored appropriately.
- 7.2 Payments through the bank's online bill payment system are allowed, however:
 - (a) All transactions must be made from the primary checking account;
 - (b) The requirement for two signatories, not related by blood or marriage, still applies: dual authorization is required for every payment. This can be done through dual authorization provided through the bank account online portal, or by email authorization of two signatories using PA/PTA email addresses.
 - (c) If offered by the bank, automatic notification of transactions to the PA/PTA DOE-issued email address must be enabled.
- 7.3 The PA/PTA may have and use one (1) debit card issued by the bank to the primary checking account. The debit card must remain on school property at all times and used as a last resort if no other payments are accepted. In general, debit card use is discouraged. Debit cards can be used for the following transactions:
 - (a) Transactions for online vendors;
 - (b) Vendors who do not accept a physical check;
 - (c) Transactions for which time is sufficiently limited to deem it necessary.
- 7.4 Debit card prohibited use:
 - (a) Third party applications such as personal mobile phone wallets or any other personal electronic device or linkage to any personal account;
 - (b) Direct donations;
 - (c) Out-of-pocket reimbursements;
 - (d) Receiving "Cash Back" or "Cash Refunds";
 - (e) ATM Cash/bank card withdrawals.
- 7.5 Third-party applications such as Venmo, Zelle, etc., may be used to RECEIVE money ONLY. The account must be created using an Anderson domain or DOE issued email and must be connected directly and only to the PA/PTA bank account

using the PA/PTA account number or debit card. Making payments using any third-party electronic payment system is strictly prohibited. Setting up mobile wallets or having any PA/PTA account payment application installed on a member's phone or mobile device is strictly prohibited.

ARTICLE X

Confidentiality & Conflict of Interest

In many of these positions, both Board Members and Committee Members will routinely come into contact with school-related, personal and financial information that requires confidentiality or may present a conflict of interest. All Executive Board members will be required to sign an annual Code of Conduct & Confidentiality (Addendum A) and Conflict of Interest Policy to safeguard the privacy and personal data of our community and to protect the organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Executive Board. In addition, Communications Coordinators managing personally identifiable information (PII) are also required to execute these agreements. Others will be asked to sign at the discretion of their Committee Chairs or by request of one of the Executive Board Members.

Collecting and maintaining these documents will be the responsibility of the Treasurer.

ARTICLE XI

Parliamentary Authority

All procedural questions not covered by these Bylaws shall be governed by Robert's Rules of Order, provided they are not inconsistent with law, policy, regulation, or these Bylaws.

ARTICLE XII

Bylaws

Section 1. Amending the Bylaws

- 1.1 These Bylaws may be amended at any regular General Membership Meeting of the Association by a two-thirds vote of the Members present. Any PTA member may present a motion at a general membership meeting to amend a provision of these Bylaws that is not in compliance with the Chancellor's Regulations A-660 as

specified on the Department of Education website. Amendments that bring the Bylaws into compliance must be voted on immediately after the motion is presented.

- 1.2 If the amendment concerns issues not related to bringing these Bylaws into compliance, the amendment must be presented to the Membership at the meeting prior to the vote being taken. The notice of the meeting at which the amendment is to be voted upon must either contain the text of the amendment or advise Members where a copy may be obtained.
- 1.3 Amendments are effective immediately unless otherwise stated in the motion.

Section 2. Reviewing the Bylaws

A thorough review of these Bylaws shall be conducted at least every three years.

ADDENDUM A
PA/PTA Executive Board Code of Conduct & Confidentiality

PA/PTA Executive Board members have a responsibility to:

1. Abide by all rules and regulations set forth by the Chancellor's Regulations A-660 governing PA/PTAs and Presidents' Councils.
2. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, sexual orientation, religion, political belief or economic status.
3. Refrain from taking advantage of their position for personal gain.
4. Consistently display high personal standards and project a favorable image when representing the PA/PTA.
5. Treat all PA/PTA members, students, staff and community members with respect.
6. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
7. Duties:
 - a. Attend all scheduled general, Executive Board, and special meetings. If you are unable to attend, notify the President/Co-Presidents as soon as you are aware.
8. Confidentiality:
 - a. Observe confidentiality in respect of all information gained through your participation as an Executive Board member, including but not limited to sensitive financial, school and personal information.
 - b. Maintain confidentiality of all email addresses, phone numbers, and additional information about students and parents obtained through the PA/PTA Executive Board.
 - c. Refrain from using any email addresses or phone numbers obtained through the PA/PTA Executive Board for personal purposes.
9. Communication:
 - a. Use the PA/PTA email account, contacts, website, social media accounts, and any other mode of communication linked to the PA/PTA exclusively for PA/PTA purposes.
 - b. Refrain from using any mode of communication linked to the PA/PTA to endorse an individual candidate or slate of candidates in any election.

I hereby acknowledge that I have read, understood, and agree to abide by the PA/PTA Executive Board Code of Conduct & Confidentiality:

Signed: _____

Date: _____

Printed Name: _____

School Year: _____

Executive Board position: _____

Addendum A, as set forth above, has been voted on and approved by the membership. The most recent approval was at the membership meeting held on April 27th, 2023.

Signed By:

[NAME], President

[NAME], Recording Secretary