

**Beacon School**

**Parent Teacher Association**

**Bylaws**

**May 2019**

## **Article I.**

The name of the Association shall be Beacon Parent Teacher Association (“Beacon PTA” or the “Association”).

## **Article II.   Objectives**

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

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

## **Article III.   Membership**

### **A.   Eligibility**

1. A parent, as that term is herein defined below, of a student currently registered at Beacon is automatically a member of the Association.
2. At the beginning of each school year, the Association shall send a welcome letter to inform parents of their automatic membership status and voting rights.
3. The term Parent is defined as any person in a parental or custodial relationship to the student; which includes the following.
  - i. Birth parent
  - ii. Adoptive parent
  - iii. Foster parent
  - iv. Step-parent
  - v. Legally appointed guardian
  - vi. Person(s) in parental relation<sup>1</sup>

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<sup>1</sup> The term “person in parental relationship” refers to a person who has assumed the care of a child because the child’s parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of the

4. Membership shall be open to all teachers currently employed at Beacon.

**B. Dues/Donations**

1. The payment of dues is not a condition for participation or membership.

**C. Voting Privileges**

1. Every Parent of a student currently enrolled at Beacon shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CR A-660).<sup>2</sup>
2. Every teacher currently employed at Beacon shall be entitled to a single vote.
3. Voting by proxy, absentee ballot, email, or conference call is prohibited.

**Article IV. Officers**

**A. Titles**

1. The mandatory officers of the Association shall be; president, recording secretary and treasurer. The Association must elect the mandatory officers (President, Recording Secretary and Treasurer) in order to be a functioning Association.
2. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of child attending Beacon. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
3. Non-Mandatory Officers of the Association may consist of but are not limited to following: Vice President, Assistant Treasurer, Vice Presidents of Standing Committees, as needed.

**B. Term and Term Limits**

1. The term of office for all officers shall be no more than 12 months beginning July 1st and ending June 30<sup>th</sup>.
2. Term limits<sup>3</sup> for each officer position of the Association shall be two (2)

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particular child. A person who provides temporary care for a child (e.g. babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor's Regulations A-660.

<sup>2</sup> Restrictions based on Conflicts of interest as determined by Chancellor's Regulations A-660 (Section I.C.3.c)

<sup>3</sup> The term of office pertains to the length of time a single person may be elected to a position on the executive board

consecutive one-year terms. A candidate who has served the maximum number of terms may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve. There are no limits on the number of terms a person may be elected to serve in differing officer positions for the Association.

**C. Duties of Officers**

1. **President**: There shall be no more than three (3) Presidents and the duties of the president shall include but are not limited to the following:
  - a. Preside at all meetings of the Association;
  - b. Act as an ex-officio member of all committees except the nominating committee;
  - c. Encourage meaningful participation in all parent and school activities;
  - d. Provide opportunities for members' leadership development;
  - e. Delegate responsibilities to members of the Association as needed;
  - f. Attend all regular meetings of the presidents' council<sup>4</sup>
  - g. Mandatory member of the School Leadership Team<sup>4</sup>;
  - h. Meet regularly with the executive board members;
  - i. Plan the agendas for the general membership meetings;
  - j. Eligible signatories on checks, and
  - k. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
2. **Recording Secretary**: There shall be no more than two (2) Recording Secretaries and the duties of the recording secretary shall include but are not limited to the following:
  - a. Record minutes at all Association meetings;
  - b. Prepare notices, agendas, sign-in sheets and materials for distribution;
  - c. Prepare and read the minutes at Association meetings (reading may be waived);
  - d. Distribute copies of the minutes for review and approval by the general membership;
  - e. Maintain the custody of the Association's records on school premises;
  - f. Incorporate all amendments into the bylaws, and; ensure that signed

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of the Association. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.

<sup>4</sup> Co-presidents must determine which co-president will serve on the SLT and the other co-president or a designee will attend President Council meetings.

- copies of the bylaws with the latest amendments are on file in the principal's office;
- h. Responsible for reviewing, maintaining and responding to all correspondence addressed to the Association<sup>5</sup>; and,
  - i. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
3. **Treasurer:** There shall be no more than one (1) Treasurer and the duties of the treasurer shall include but are not limited to the following:
- a. Responsible for all financial affairs and funds of the Association;
  - b. Maintain an updated record of all income and expenditures on school premises or in DropBox;
  - c. Eligible as one of the signatories on checks;
  - d. Adhere to and implement all financial procedures established by the Association;
  - e. Prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
  - f. Prepare the Association's interim and annual financial reports;
  - g. Make available all books and financial records for viewing by members upon request and for audit;
  - h. Assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.
4. **Assistant Treasurer:** There shall be no more than two (2) Assistant Treasurers and the duties of the Assistant Treasurer or Co-Treasurers shall include but are not limited to the following:
- a. Assist the Treasurer as he/she may need or require;
  - b. Shall be one of the signatories on checks;
  - c. Weekly check writing responsibilities for teacher requests for payment of invoices and reimbursement requests;
  - d. When appropriate, with the permission of the President, in the interest of the smooth and expeditious administration of the association's affairs, be responsible for financial affairs and funds of the

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<sup>5</sup> Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.

- associations; and
- e. Report findings and updates to the President and the Executive Board.

5. **Vice President of the Association:** There shall be no more than three (3) Vice Presidents to the Association. The Vice President's duties shall include but are not limited to the following:

- a. assist the President and to assume the duties of the President in his/her absence or at the President's request;
- b. representing Beacon at the District President's Council and Community District Education Council, if designated to do so by the President;
- c. assist with the June transfer of the PTA records to the incoming Executive Board;
- d. report findings and updates to the Executive Board and the President;
- e. liaise with all of the Standing Committee VP's and report back to the President;
- f. recruit and gather volunteers for fundraising activities at parent/teacher conferences, PTA meetings, etc.;
- g. schedule speakers for PTA meetings and liaise with the Parent Coordinator to reserve space, including getting permission and securing equipment for the PTA meetings;
- h. assist the President in responding to parent emails and inquiries, including following up with the administration;
- i. assist the President with communications with the Parent Coordinator to confirm dates, space and equipment is secured, if needed, for PTA events such as potlucks, parent/teacher conferences, teacher breakfasts and luncheons, etc.; and
- j. volunteer for PTA events and fundraisers and secure volunteers for such events.

6. **Vice Presidents:** - In addition to the above referenced positions, the Association may also include as officers Vice Presidents on the following Standing Committees of the Association. Each committee can have up to two Vice Presidents on the Executive Board and all such positions shall be elected in accordance with Paragraph D of this Article:

- a. *Fundraising* – The duties of the Vice President of the Fundraising Committee shall include but are not limited to:
  - i) Organize and oversee the annual appeal drive;
  - ii) Liaise with treasurers, school administration, PTA officers, and auction committees to determine the school's fundraising needs; and
  - iii) Plan multiple fundraising events such as: Comedy Night, 5K Run, house parties, shows, etc

- iv) Organize and manage fundraising efforts during PTA meetings, advisory conferences, etc.
- b. *Communications*- The duties of the Vice President of the Communications shall include but are not limited to:
  - i) Create weekly newsletter;
  - ii) Maintain Beacon Parent's Association website, calendar and make sure all are up to date;
  - iii) Maintain social media accounts;
  - iv) Create event specific announcements for the Beacon community; and
  - v) Reach out to Executive Board members and school staff to stay informed of upcoming events.
- c. *Community Building/Relations* - The duties of the Vice President of Community Building/Relations shall include but are not limited to:
  - i) Coordinate with grade representatives and borough representatives to create/run some events to build community within the school;
  - ii) Liaise with outside community to address issues that affect the Beacon community; and
  - iii) Coordinate with school staff around internal issues affecting the Beacon community.
- d. *Hospitality* -The duties of the Vice President of Hospitality shall include but are not limited to:
  - i) Organize teacher events within the school;
  - ii) organize Sports Award Event, Teacher Appreciation meals, Advisory Night lunch/dinner for teachers, etc;
  - iii) Order food, set up, clean up at events;
  - iv) Coordinate with parent coordinator to assess specific needs for events; and
  - v) Coordinate with merchandising committee to recruit volunteers for Beacon Wear sales and Open Houses.
- e. *Auction* -The duties of the Vice President of the Auction Committee shall include but are not limited to:
  - i) Find venue for event, negotiate contract, procure all necessary food, beverages, supplies, volunteers, donations etc.;
  - ii) Oversee all teams and processes for the auction; and
  - iii) Run online auction, keep accurate databases.

- f. *Diversity* – The duties of the Vice President of the Diversity Committee shall include but are not limited to:
  - i) Ensure that individuals of all races, religions, sexual orientations, socioeconomic backgrounds, special needs and from all boroughs of New York City feel equally included and valued at Beacon;
  - ii) Organize and attend Diversity Committee meetings, which shall be open to all parents and shall be a venue in which parents can raise issues and concerns to bring to the PTA and Equity Team’s attention;
  - iii) Coordinate with the Beacon Equity Team to help guide and support their work on behalf of the PTA;
  - iv) Support diverse student clubs to ensure that they receive equal support from the PTA; and
  - v) Keep the Diversity Committee and PTA apprised of the work of the Equity Team and student clubs.
- g. *Merchandising* – The duties of the Vice President of the Merchandising Committee shall include but are not limited to:
  - i) Order Beacon merchandise;
  - ii) Sell Beacon merchandise at various school events throughout the year; and
  - iii) Retain and report all sales receipts and invoices to the Treasurer.
- h. Member(s)-at-large – This position shall be reserved for 2-3 incoming Freshman parents.
  - i) Attend Executive Board meetings;
  - ii) Attend General PTA meetings; and
  - iii) Support and assist Vice Presidents of the Standing Committees.

**D. Election of Officers**

1. Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.
2. Employees of Beacon may not serve as members of the Executive Board. This restriction applies equally to employees who have a child currently attending the school.
3. **Nominating Committee**
  - a. A nominating committee must be established during the March monthly general membership meeting.
  - b. The nominating committee shall consist of three to five volunteers,



none of whom are members of the executive board or plan to run for office.

- c. The nominating committee shall solicit nominations for candidates from the general membership and individuals may also submit their own names to be candidates for office in writing.
- d. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.
- e. Notices should be translated into languages spoken by parents in the school whenever possible.<sup>6</sup>
- f. The nominating committee will also be responsible for conducting the election meeting.
- g. In addition to the above duties, the nominating committee's duties may include the following:
  - i) canvassing the membership for eligible candidates;
  - ii) preparing and distributing all notices of any meeting pertaining to the election process;
  - iii) preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
  - iv) verifying the eligibility of all interested candidates prior to the election;
  - v) scheduling the election at a time that ensures maximum participation;
  - vi) ensuring that only eligible members receive a ballot for voting;
  - vii) ensuring that the election is certified by the principal or designee immediately following the election.
- h. If a nominating committee cannot be formed, the Association must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

#### **4. Notices**

- a. The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's

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<sup>6</sup> Translated templates, for all election materials, can be found in all 9 languages on the DOE [PA/PTA Resources Page](#).

notice requirements.

- b. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible.
- c. The distribution date shall appear on all notices.
- d. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the I office for which they are nominated.

## **5. Contested Elections and the Use of Ballots<sup>7</sup>**

- a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in all languages spoken by parents in the school.
- b. Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- c. Ballots must not be removed from the school. The Association must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

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

## **7. Officer Vacancies**

- a. Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Recording Secretary and immediately turn over all Association records.
- b. When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the

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<sup>7</sup> Contested elections consists of two or more candidates for any office; voting must be by ballot.

vacancy.

- c. An officer may choose to retain their current position and not assume the higher ranking office.
- d. The ranking of officers for succession purposes shall be:
  - i. Vice President of the PTA and then Vice Presidents of Standing Committees as follows: VP of Fundraising, VP of Community Building, VP of Communications, VP of Hospitality, VP of Diversity, VP of Merchandising and VP of Auction.

**8. Expedited Election Process:** Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws.

**E. School Leadership Team Parent Member Elections**

- 1. The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections.
  - a. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin.
  - b. The President or the President's designee shall serve on the SLT and all other members to the SLT shall be elected.
  - c. The election of parent members to the SLT should follow the same or similar election procedure as PTA officer elections.

**F. Disciplinary Action**

**1. Grounds for Removal from Office:**

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

determined by the general membership.

- e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. **Officer Removal:** In addition to the Grounds set forth above, Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.<sup>8</sup>

a. Removal Process

- i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
- iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
- iv. The meeting notice must include the vote on removal.
- v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal and the Superintendent's office.

**Article V. Executive Board**

- A. **Composition** - The executive board shall be composed of the elected officers of the Association as listed above in Article IV, Paragraph C. Officers shall be expected to attend all Executive Board meetings.
- B. **Meetings**- The Executive Board shall have monthly meetings, September through June, and such meetings shall occur on a date and time that corresponds with the school calendar. All meetings of the executive board shall be announced in advance and publicized to the school community.
- C. **Voting** - Each member of the executive board shall be entitled to one vote.

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<sup>8</sup> Officer removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.

- D. **Quorum - Five (5)** members of the executive board shall constitute a quorum, allowing for official business to be transacted.
- E. **Education Council Selectors** -The three mandatory officers of the Association shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide Council for District 75 (CCD75), which occurs once every two years. In the case of co-officers, the executive board must determine which co-officer will be the designated selector.<sup>9</sup>
- F. **June Transfer of Records** - The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

## **Article VI. General Membership Meetings**

- A. **General Membership Meetings**
  - 1. General membership meetings of the Association shall be held monthly, September through June, on a date and time that corresponds with the school calendar. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.
    - a. All general membership meetings must be held in the Association's home school.
    - b. Committee meetings may be held at locations convenient to the members, but may not be held in private homes.
    - c. All eligible members may attend and participate in general membership meetings.
    - d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.
- B. **Order of Business** - The order of business at meetings of the Association, unless changed by the executive board, shall be:

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<sup>9</sup> Chancellor's Regulation A-660 (Article I, Section G, 5)

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

C. **Quorum** - A quorum of at least 8 Association members, including a minimum of 2 Executive Board members and 6 parent members, shall be required in order to conduct official Association business.<sup>10</sup>

D. **Minutes**

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

E. **Special Membership Meetings** - A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. Upon receipt of a written request from five (5) Association members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents

F. **Parliamentary Authority**

Meeting rules of order should be adopted for use as a guide and included in these bylaws.

Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

## Article VII. **Committees**

### A. **Standing Committees**

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<sup>10</sup> In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:
  - a. Encourage parent participation through recruitment and outreach;
  - b. Plan various activities and events for member participation;
  - c. Coordinate outreach efforts with the Parent Coordinator when possible; and
  - d. Maintain current list of the Association's membership.
2. **Budget:** The responsibilities of the budget committee shall include but are not limited to:
  - a. Review prior year's budget and make recommendations to Executive Board; and
  - b. Draft a proposed budget each spring for approval by general membership.
3. **Audit:** the responsibilities of the audit committee shall include but not are limited to:
  - a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
  - b. Review as needed all financial records; and
  - c. Prepare written reports of its findings.
4. **Ad Hoc:** to accomplish a specific task or address a specific issue the Executive Board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

## **Article VIII. Financial Affairs**

### **A. Fiscal Year**

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

- B. Signatories** - The President, Treasurer, Assistant Treasurer and Vice President shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

**C. Budget**

- 1. Budget Process** - The executive board shall be responsible for the development and/or review of the budget process, which includes:
  - a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
  - b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
  - c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time;
  - d. The executive board must present the budget process for membership approval no later than the October meeting.
  - e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds.
  - f. The principal's consent is required when a fundraising activity is held during school hours or on school property.
  - g. All funds should be deposited into the bank account by an authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence.
  - h. Documentation related to every transaction will be maintained at the school and on systems such as Stripes, Greater Giving, and Paypal.
- 2. Budget Amendment** - The budget may be amended by vote of the general membership at any membership meeting.
- 3. Expenditures** - All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 4. Emergency Expenditures**
  - a. The Executive Board is authorized to make an emergency expenditure not to exceed \$1,000 with a two-thirds approval of the



executive board. Emergency expenditures are appropriate for the following purposes: Principal's request.

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

#### **D. Audit**

- 1. Audit Committee** -The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on Association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.

#### **2. Duties**

- a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the Treasurer who shall make all books and records available to them.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

#### **D. Financial Accounting**

- 1. Financial Report** - The treasurer shall prepare the Interim PTA Financial Report by January 31st and the Annual PTA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 2. Record Keeping** - The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer or one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in

financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

**Article IX. Amendments and Regular Review of Bylaws**

- A. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.
  
- B. Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.

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

Signed By:

Print Name

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President

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President

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Recording Secretary

Date:

Date:

Date filled with Principal (Month) (Day) (Year)