

**BYLAWS
of
MS 839 PTA**

713 Caton Avenue Brooklyn, New York

Approved by the Membership on April 28, 2021

Signed By:

Print Name(s)

Co-Presidents

Co-Presidents

Recording Secretary

Recording Secretary

Date:

Date:

Article I – Name

The name of the Association shall be MS 839 PTA and hereafter referred to as the Association or MS 839 PTA.

Article II – Objectives

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

1. Develop parent leadership;
2. Develop community building activities and foster an environment that encourages parent involvement.;
3. Develop a cooperative working relationship between the parents and staff of our school;
4. Provide opportunities and training for parents to participate in school governance and decision-making;
5. Provide support and resources to the school for the benefit and educational growth of the students.

Article III – Membership

A. Eligibility

1. Parents of a student currently attending MS 839 are automatically members of the MS 839 PTA.
2. 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
3. Membership shall be open to all teachers currently employed at the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. Members may be requested to make a voluntary donation of an amount to be determined by each parent or family.

C. Voting Privileges

1. Every parent of a student currently enrolled at MS 839 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).²
2. Voting by proxy, absentee ballot, or email is prohibited.
3. Voting shall take place in person.
4. Each teacher currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be: President, Recording Secretary, and Treasurer. The MS 839 PTA must elect the mandatory officers (president, recording secretary and treasurer) in order to be a functioning association. There shall be no qualification requirements for any parent to be an office holder other than to be a parent of a child attending MS 839. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-Mandatory Officers of the Association may consist of but are not limited to following: VP of Communication, VP of Fundraising, VP of Equity and Inclusion, VP of Community Building Assistant Treasurer, and Members at Large. MS 839 has up to 5 positions for Members at Large.

B. Term and Term Limits

1. The term of office shall be no more than 12 months beginning July 1st and ending June 30th.
2. Term limits for each officer position of the Association shall be 2 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.
3. Two people can share any of the roles.

C. Duties of Officers

1. **President or Co- Presidents.** The duties of the President(s) shall include but are not limited to the following:
 - a. presides at all meetings of the association;
 - b. is an ex-officio member of all committees except the nominating committee;
 - c. encourages meaningful participation in all parent and school activities;
 - d. works closely with all Executive Board members to ensure the mission of the PTA is being carried out in all activities, events and communications;
 - e. provides opportunities for members' leadership development;
 - f. delegates responsibilities to members of the association as needed;
 - g. attends all regular meetings of the presidents' council;
 - h. is a mandatory member of the School Leadership Team⁴;
 - i. meets regularly with the executive board members;
 - j. plans the agendas for the general membership meetings;
 - k. is one of the eligible signatories on checks, and
 - l. assists with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
2. **Vice President of Communications.** The duties of the Vice President of Communications shall include but are not limited to the following:

- a. works to implement regular communications with parents and caregivers to keep the MS 839 community informed of school updates, activities and concerns;
 - b. responsible for the development and upkeep of Konstella, PTA Website (to come), regularly scheduled newsletter and social media;
 - c. works closely with the Parent Coordinator and VP for Equity and Inclusion to ensure all members of the MS 839 community are informed and engaged regardless of dominant language or access to technology;
 - d. works closely with the president(s) and VP of Fundraising on status of events, happenings, meetings and activities in order to effectively inform parents and caregivers; and
 - e. brings relevant news from outside the school to build community.
3. **Vice President of Fundraising.** The duties of the Vice President of Fundraising shall include but are not limited to the following:
- a. leads a committee of parents and caregivers to create events and ideas aligned with our mission to raise money for identified school programs;
 - b. collaborates with the school administration, president(s) and Treasurer to create a budget for the school year and regularly updates on fundraising activity results;
 - c. works with the Vice President of Community Building to ensure all activities and events have chairs and volunteers to be carried out successfully and to deliver on the mission of the school;
 - d. maintains event calendar and shares with the VP of Communications and the Parent Coordinator in an ongoing manner to ensure staff, teachers, administration, parents and caregivers and students are aware of all events and activities outside of school hours; and
 - e. works closely with the Vice President of Equity and Inclusion to ensure that activities and events are inclusive and that the calendar of events throughout the year includes a variety of events that are attractive and welcoming for all.
4. **Vice President of Community Building.** The duties of the Vice President of Community Building shall include but are not limited to the following:
- a. initiates and coordinates community building activities and events for MS 839 students and families;
 - b. collects and organizes contact and interest information from families and coordinates volunteer assignments to support PTA activities;
 - c. collaborates with PTA executive board, teachers and administrators to assess and identify how parents/guardians can get more involved as volunteers at school; and
 - d. promotes PTA goals, memberships and activities.
5. **Vice President of Equity and Inclusion.** The duties of the Vice President of Equity and Inclusion shall include but are not limited to the following:
- a. works with MS 839 staff and administration to provide leadership in

developing and implementing strategic initiatives to support a safe and nurturing environment that is inclusive and respectful of the various backgrounds and cultures that are reflected in the school community we serve;

- b. encourages parent participation and effective communication; working with the VP of Communication to ensure messages from our PTA are clear, inclusive and equitable;
- c. creates and implements capacity building strategies focused on advancing educational equity towards achievement, fairness, and opportunity with the goal of identifying and eliminating barriers;
- d. works with the School Leadership Team (SLT) committee to align efforts on advancing equity and inclusion; and
- e. fosters responsive and transparent relationships with all parents using a lens that is sensitive to issues of equity and making sure activities reflect the myriad of cultures and identities present in MS839.

6. **Recording Secretary or Co-Recording Secretaries.** The duties of the recording secretary or co-recording secretaries shall include but are not limited to the following:

- a. records minutes at all association meetings;
- b. prepares notices, agendas, sign-in sheets and materials for distribution;
- c. prepares and read the minutes at association meetings;
- d. distributes copies of the minutes for review and approval by the general membership;
- e. maintains the custody of the association's records on school premises;
- f. incorporates all amendments into the bylaws, and ensures that the bylaws are up-to-date in accordance with Chancellor's Regulation A-660;
- g. ensures that signed copies of the bylaws with the latest amendments are on file in the principal's office and on the MS 839 Google drive;
- h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the association⁵; and,
- i. assists with the June transfer of association records, including all pertinent user IDs and passwords, to the incoming executive board.

7. **Treasurer.** 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. maintains an updated record of all income and expenditures on school premises;
- c. is one of the signatories on checks;
- d. works closely with the VP of Fundraising and President(s) on budgeting for the year as well as for larger fundraising events;
- e. adheres to and implement all financial procedures established by the association;
- f. prepares and presents 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);
 - g. prepares the association's interim and annual financial reports;
 - h. makes available all books and financial records for viewing by members upon request and for audit;
 - i. attends OFEA professional development seminars relation to financial affairs; and
 - j. assists with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.
8. **Assistant Treasurer**. The duties of the Assistant Treasurer shall include but are not limited to the following:
- a. assists the treasurer in all matters of financial management of the association including but not limited to banking, expense report processing, fundraiser money count and fundraising reports to be filed with the principal, and petty cash.
 - b. may be one of the signatories on all checks; and
 - c. assists with the June transfer of association records, including all pertinent user IDs and passwords, to the incoming executive board.
9. **Members at Large (up to 5 positions, 3 elected in June, 2 in September)**: The duties of the Members at Large shall include but are not limited to the following:
- a. attend, participate and vote in all meetings of the executive board and general PTA; and
 - b. commit to chairing or co-chairing at least one committee, fundraising, or community building event.

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 MS 839 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 nominating committee may be established during the March monthly general membership meeting. The nominating committee shall consist of two to four volunteers, none of whom are members of the executive board or plan to run for office.

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 or by e-mail to the nominating committee or the President(s). In addition to written nominations, the committee may also provide an opportunity to

accept nominations from the floor at a general membership meeting prior to the close of nominations.

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

The nominating committee's duties may include the following:

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

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

4. Notices

The meeting notice and agenda for the spring general membership election meeting shall be distributed in accordance with CR A-660's notice requirements. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices. If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

5. Contested Elections and the Use of Ballots

- a. Written ballots or 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

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.

- a. When an office cannot be filled through succession, by the next highest ranking officer, an expedited election must be held to fill the vacancy.
- b. An officer may choose to retain their current position and not assume the higher ranking office.
- c. The ranking of officers for succession purposes shall be:
 - i. President
 - ii. Vice Presidents
 - iii. Treasurer
 - iv. Assistant Treasurer
 - v. Recording Secretary
 - vi. Members at Large

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 PA/PTA officers has concluded, the election of parent members to the SLT may begin.
 - b. The election of parent members to the SLT should follow the same or similar election procedure as PA/PTA officer elections.

F. Disciplinary Action

1. Grounds for Removal from Office:

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

general membership.

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

2. Officer Removal:

Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.⁹

a. Removal Process

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

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here: President(s), Recording Secretary (or Co-Recording Secretaries), Treasurer, Assistant Treasurer, Vice President of Communication, Vice President of Fundraising, Vice President of Equity and Inclusion, Vice President of Community Building, Recording Secretary(s), Members at Large. Officers shall be expected to attend all executive board meetings.

B. Meetings

The executive board shall meet monthly, September through June.

C. Voting

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

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.

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. Transfer of hard documents must occur on school premises, in the presence of the principal, on 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

General membership meetings of the MS 839 PTA shall be held monthly, September through June, on the 4th Wednesday of the month, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.

- a. All general membership meetings must be held in MS 839.
- 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:

- 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 MS 839 PTA members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official MS 839 PTA business.

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 9 MS 839 PTA members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

F. Parliamentary Authority

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

Article VII – Committees

A. Standing Committees

1. **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;
 - c. Prepare written reports of its findings.

2. **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 co-presidents, treasurer and assistant treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e. spouses, siblings, in-laws, relatives or members of the same household). A MS 839 PTA 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 MS 839 PTA. These Association members cannot be related by blood or marriage. Funds received in person must be counted in the school on the same day of receipt. Funds received via online payment platform must be counted and reported to the Treasurer to be recorded in monthly financial documents. The association's financial records must display the total amount of funds and the signatures of the association members who participated in counting the funds.
- f. The principal's written 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 member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
- h. Documentation related to every transaction should be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.).

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

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: purchases for a PTA event, vendor payments for a PTA event, teacher and/or staff requests for school supplies, and funds required by teachers and/or staff for student activities or field trips. 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 MS 839 PTA 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.

E. Financial Accounting

1. Financial Report

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

2. Record Keeping

The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain

written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall 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

These bylaws may be amended at any regular meeting of the MS 839 PTA by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.

Any 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

Co-President

Co-President

Recording Secretary

Recording Secretary

Date:

Date:

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