

**BYLAWS OF
PARENTS ASSOCIATION OF PS196Q**

APPROVED BY MEMBERSHIP ON NOVEMBER 21, 2023

Renee Ming

CO-PRESIDENT'S NAME

MARINA TASOPOULOS-CHAN

RECORDING SECRETARY NAME

CO-PRESIDENT'S SIGNATURE

**RECORDING SECRETARY
SIGNATURE**

RACHEL BIALIK

**OFFICER'S NAME
TREASURER**

OFFICER'S SIGNATURE

DATE

Article I - Name

The name of the association shall be the Parents Association of PS196Q, Inc.

Article II - Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for. parents to participate In school governance and decision making. The Parent Association of PS 196Q is committed to supporting Inclusion and Diversity. Diversity comes in many forms, including language, culture, race, immigration status, ability, economic class, religion and beyond. The PA is committed to celebrating diversity by creating an environment where PS 196Q families, feel valued and respected, are engaged in ways that address their needs and perspectives, and have equal access to opportunities offered by the Parents Association.

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organization organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organizations under Section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually Incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III - Membership

Section 1

Parents of students currently attending PS196Q are automatically members of the Parents Association of PS196Q. Parents include parents by birth or adoption, stepparents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS196Q. Parents of a child who is attending PS196Q full time while on the register of a citywide program are eligible to be members of the Parents Association of PS196Q. 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 member shall be requested to make a voluntary contribution of \$25 per child. This voluntary contribution shall be used to support the PA's

Section 2

Dues/Donations

Eligibility

The payment of dues cannot be condition for

participation or membership. However, each

operational expenses during the first months of the school year, before any donation appeals, or fundraisers are held.

Section 3

Voting Privileges

Each parent of a child currently enrolled at PS196Q shall be entitled to one *vote*. Proxy voting or absentee balloting is prohibited. The right of a member to *vote* may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Article IV - Officers

Section 1 Titles

The officers of the association shall be President (or *co-Presidents*), Vice Presidents, Treasurer (or *co-Treasurers*), and recording secretary (or *co-Secretaries*). The association must elect the mandatory officers: President, Treasurer, and Recording Secretary, to be a functioning association. There shall be no qualifications for any office other than to be a parent-of a child attending PS196Q.

Section 2

Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office. Term limits for each officer position of the association shall be two (2) consecutive one-year terms. If no new candidate accepts the nomination for an office after an incumbent's second term, the incumbent may serve for an additional term.

Section 3

Duties of Officers

President (or Co-Presidents): The President shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The President shall appoint chairpersons of association committees with the approval of the Executive Board. The President shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The President shall attend all regular meetings of the Presidents' Council and shall be a mandatory member of the school leadership team. The President shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President shall be one of the eligible signatories on checks. The President shall assist with the June transfer of association records to the Incoming Executive Board. If the association elects Co-Presidents, the Co-Presidents must decide who will serve as the Presidents' Council member and who will serve as the mandatory member of the school leadership team (SLT) and inform the general membership.

Vice-President (or Co-Vice Presidents): The Vice-President shall assist the President or Co Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request. The Vice-President shall be one of the eligible signatories on all checks. The Vice-President shall assist with the June transfer of association records to the incoming Executive Board.

Recording Secretary (or Co-Secretaries): The Recording Secretary shall record minutes at all association meetings. The Recording Secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Recording Secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The Recording Secretary shall maintain custody of the association's records on school premises. The

Recording Secretary shall incorporate all amendments into the bylaws and shall ensure the signed copies of the bylaws with the latest amendments are on file in the principal's office. The Recording Secretary shall be responsible for reviewing, maintaining, and responding to all correspondence addressed to the association. The Recording Secretary shall assist with the June transfer of all association records to the incoming Executive Board.

Treasurer (or Co-Treasurers): The Treasurer shall be responsible for all financial affairs and funds of the association. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the association. The Treasurer shall prepare and present a written report of all transactions at every Executive Board and general membership meeting. This report must include income, refunds, reimbursements, and other expenditures, and opening and closing balances for the reporting period. The Treasurer shall also prepare the association's Interim and annual financial reports. The Treasurer shall make available all books and financial records for viewing by members upon request and for audit. The Treasurer shall assist with the June transfer of all association records to the incoming Executive Board.

In the case of President/Co-Presidents, Treasurer/Co-Treasurers and Recording Secretary/Co-Secretaries, these positions can each be held by an individual or a joint ticket of no more than two (2) people. In the case of Vice President, 3 independent seats are available for this position.

Section 4

Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the association to complete the nominations and election process * must adhere to this timeframe. The principal must be notified of the date, time and format (in-person and/or virtual) of the annual election by no later than May 1st (Elections in a hybrid meeting are prohibited)

To accommodate parents of incoming students, the Executive Board has the right to determine, on a year-on-year basis, whether non-mandatory positions may be deferred to the following school year, for election.

Co-Officer and non-mandatory positions (Vice President) can be deferred until the Fall, by order of the sitting Executive Board, as long as notice is given to the Nominating Committee and the Principal by no later than May 1st. In the event that an election for non-mandatory Officers is deferred, the election will be held at the October PA meeting and shall be an Expedited Election (as defined in the By-Laws, herein).

Employees of PS196Q may not serve as members of the Executive Board. This restriction applies equally to employees who have a child currently attending PS196Q.

4.1. Nominating Committee:

A nominating committee must be established during the March general membership meeting. The nominating committee shall consist of three to five members, The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the President, subject to the approval of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at PS196Q shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school, whenever possible. The nominating committee will also be responsible for conducting the election meeting.

The nominating committee's duties include the following:

canvassing the membership for eligible candidates.

- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660.
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election.
- verifying the eligibility of all interested candidates prior to the election.
- ensuring that an opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May meeting.
- scheduling the election at a time that ensures maximum participation.
- ensuring that only eligible members receive a ballot for voting.
- Ensuring that the election is certified by the principal or his/her designee immediately following the election.

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

4.2. Notices:

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

4.3. Contested Use of the Ballots:

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

4.4. Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.

4.5. Officer Vacancies:

All officer vacancies must be filled by succession of the next highest-ranking officer. For example, a vacancy in the position of President will be filled by the Vice-President or next highest-ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy.

The PA Executive Board must notify the membership, in writing, of any vacancy within five (5) calendar days and specify whether the vacancy will be filled by succession or expedited election. The PA Executive Board may request guidance from the appropriate Presidents' Council or the school's Parent Coordinator, when filling a vacancy.

Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be: President, Vice President, Treasurer, Secretary.

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

4.7 School Leadership Team Parent Member Elections

The election of parent members to the School Leadership Team (SLT) may take place during the same meeting as officer elections. Once the election of PA/PTA officers has concluded, the election of parent members to the SLT may begin. The election of parent members to the SLT should follow the same or similar election procedure as PA/PTA officer elections.

Section 5

Education Council Selectors

In the case of Co-Presidents, Co-Recording Secretaries and/or Co-Treasurers, the remaining Executive Board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6

June Transfer of Records

All PA Records must be maintained for 6 years. Outgoing Executive Board members must ensure that records are transferred to the newly elected Executive Board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the Principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the Executive Board may request the assistance of the Presidents' Council during this process.

Section 7

Disciplinary Action

Any officer who fails to attend 3 consecutive Executive Board or general membership meetings shall be removed from office by recommendation of the Executive Board or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the general membership's consideration.

Association officers. may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an Executive Board member for unsatisfactory performance
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive Board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an Executive Board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1	<p style="text-align: center;">Composition</p> <p>The Executive Board shall be composed of the elected officers of the association. The Executive Board may also include chairpersons of standing committees. Officers shall be expected to attend all Executive Board meetings.</p>
Section 2	<p style="text-align: center;">Meetings</p> <p>Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the third Tuesday of every month at 7:00pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday.</p>
Section 3	
Section 4	<p style="text-align: center;">Voting</p> <p>Each member of the Executive Board shall be entitled to one vote.</p>
Section 5	<p style="text-align: center;">Quorum</p> <p>Three (3) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.</p> <p style="text-align: center;">After School Program</p> <p>The executive board is responsible for the administration of the PS196Q After School Program. The specific duties and responsibilities are described in the Parent Association of PS196Q After School Program Operations Policy</p>

Article VI - General Membership Meetings

Section 1

General Membership Meetings

1.1. The general membership meetings of the association shall be held monthly, September through June, on the third. Tuesday of every month at 7:30pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday, as determined by the Executive Board. Meetings may also be held on a Thursday, if necessary. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten (10) calendar days prior to the scheduled meeting.

Section 2

1.2. All meetings, except for board and SLT election meetings, including committee and Executive Board meetings shall be held in a hybrid manner with members in person at the association's home school as well as a provided zoom link. Under no circumstances are association meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

1.3. All eligible members may attend and participate in general membership meetings.

1.4. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

Order of Business

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

- Call to order
- Reading and approval of minutes
- President's report
- Treasurer's report
- Principal's report
- School Leadership Team report
- Old business
- New business
- Adjournment

Section 3 Quorum

A quorum for a general membership meeting must consist of representation by at least 9 association members, including a minimum of 3 Executive Board members and 6 parent members in order to conduct official association business. In the absence of a quorum, the PA cannot authorize the expenditure of funds or vote on any business but may have non-binding discussions.

Section 4

Minutes

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

Section 5

Special Membership Meetings

5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

5.2 Upon receipt of a written request from -10 association members, the President must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6

Parliamentary Authority

Mooting 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

Section 1

Standing Committees

The President will appoint standing committee chairpersons with the approval of the Executive Board. Ad-hoc committees shall be established by Executive Board approval. Only chairpersons of the standing committees will be allowed to vote on Executive Board issues. The standing committees of the association are the following:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the Principal, association President, list of Executive Board- members, all association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.)

Audit: The audit committee shall conduct an Internal audit of all financial affairs of the organization. The Treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Wellness Council: The Wellness Council of PS196Q is dedicated to helping The School with a Heart be the School with a Healthy Heart, by championing initiatives to support our students' and faculty's well-being in Nutrition, Physical Education, Physical Activity and overall Wellness.

Ad Hoc Committee: A committee to accomplish specific tasks or address specific issues. The Executive Board may recommend the formation of a committee that will cease to function once the task or issue is completed. The creation and dissolution of the committee must be recorded in the minutes of the association.

5th Grade Committee: A committee of parents and guardians of the current fifth grade students, and they plan, and organize activities for the fifth grade including a graduation party, design and distribute the yearbook, and hold specific fundraisers to help defray the cost for parents.

Article VIII - Financial Affairs

Section 1

Fiscal Year

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

Section 2

Signatories

The President [or one of the *co-Presidents*] and 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 Under no circumstances may spouses, siblings, in-laws or other relative or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3

Budget

3.1 The Executive Board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing Executive Board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- The proposed budget must be presented to and approved by the membership no later than the June meeting.

- The incoming Executive Board must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
The Executive Board must present the budget process for membership approval no later than the October meeting.
The counting and handling of any cash, checks, or money orders received by the association must be completed by at least 2 association members. These association members cannot be related by blood or marriage. Funds must be counted in the school on the- same day of receipt. The association's financial records

- 3.2 The budget may be amended by vote of the general membership at any membership meeting.
- 3.3 All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.
- 3.4 The Executive Board is authorized to make an emergency expenditure not to exceed \$250.00 with a two-thirds approval of the Executive Board. Emergency expenditures are appropriate for the following purposes: any non-budgeted expenses that arise, in between PA meetings. 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.
- 3.5 Allegations of financial wrongdoing may result in a legal investigation. Misappropriation of funds and the misuse of an ATM/Bank Card may be punishable by law. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

Section 4 Audit

- 4.1. The President shall request volunteers to form an audit committee of 3 to 5 persons. Executive Board members who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- 4.2. The audit committee shall conduct an audit of all financial affairs of the association with the help of the Treasurer who shall make all books and records available to them.
- 4.3. Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1. The Treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the Principal.
- 5.2. 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, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Section 6 Banking

- 6.1 Contact your bank for instructions on how to open a checking account that includes online access for PA/PTA's & President's Councils.

To setup online banking, you must use your **DOE issued email** to open and link bank account. (Do not link your personal bank account to the PA/PTA or President's Council bank account) If you need access to the DOE issued email, please contact your Parent Coordinator, School Administrator or Family Leadership Coordinator.

PA/PTAs that have established online access to checking accounts are able to make payments through

their bank's online bill payment system.

All transactions must receive prior authorization to make a payment through their bank's online bill payment system from the general membership. This authorization is separate from and in addition to the approval of the expenditure.

A Disbursement Form must be completed for all transactions; the form must be signed by 2 account signatories and filed with the PT/PTA's or Presidents' Council's financial records. A disbursement form should include but not limited to; date, payment method, amount, PIN/signature, amount paid, paid by whom, membership approval date, receipt attachment/invoice, and description of purchase/expenditure.

6.2 ATM/Bank Cards

PA/PTA's and President's Councils may possess and use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association. ATM/Bank Cards must be linked to PA/PTA accounts only, linking the debit card to a personal account is prohibited. (Linking a personal bank account to a PA/PTA or President's council bank account is prohibited.)

ATM/Bank Cards can be used for the following approved transactions:

- Transactions for online vendors
- Vendors who do not accept a physical check

ATM/Bank Cards prohibited use:

- Third party applications such as, personal mobile phone wallets or any other personal electronic device.
- Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
- Direct Donations
- Out of Pocket Reimbursements
- Receiving 'Cash Back' or 'Cash Refunds'
- ATM Cash/Bank Card Withdrawals are prohibited

6.3 Third Party Cash Applications

PA/PTA's and President's Councils may use third-party applications to accept money. The application must be created using the DOE issued email and must be connected directly to the PA/PTA bank account using the PA/PTA account number or debit card.

- Approved transactions
- Receiving money
- Prohibited use:
 - Outgoing transactions
 - Debit Cards generated by a third-party application

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

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