

BYLAWS

OF

Midtown West Parents and Teachers Association, Inc.

APPROVED BY THE MEMBERSHIP ON June 16, 2016

Article I - Name

The name of the association shall be: Midtown West Parents and Teachers Association, Inc., hereinafter called "PTA."

Article II - Objectives

1. To take an active role in decisions concerning the development and well being of the children of the Midtown West School (P.S. 212);
2. To provide information to parents and encourage parent involvement;
3. To communicate to parents/guardians information relevant to the education and well being of their children;
4. To promote good home, school and community relations; and
5. To raise funds and enter into contracts in order to carry out the educational aims of the school.

Article III - Membership

Section 1. Eligibility for Membership

Membership in the association shall be limited to parent(s), by birth or adoption; step-parent(s); legally appointed guardians; foster parent(s); or persons in "parental relation" to a child or children currently enrolled in Midtown West. Said individuals are automatically members of the PTA; no membership form is necessary. In the beginning of each school year, a welcome letter from the association shall inform parents of their automatic membership status and voting rights.

As stated in Chancellor's Regulation A-660, principals, assistant principals and supervisors may not be members of the association.

Section 2. Donations

The Fundraising Committee in conjunction with the Executive Board shall determine the amount of the requested, voluntary donation. Donations are not a requirement for membership, voting or running for office.

Section 3. Voting Privileges

Each parent of a child/children currently enrolled at Midtown West shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Section 4. Notices

Any notices required to be given to the membership shall be distributed at least 10 calendar days in advance via backpack flyer to the children of parents or via U.S. mail, postage prepaid. In addition (but not in place of backpack flyer or

U.S. mail), courtesy copies of such notices may also be sent via electronic mail. Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by parents, where possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed sent as of the date they are first distributed, and written notices sent via U.S. mail are deemed sent as of the day following the date on which they are mailed. For the purposes of these bylaws, “calendar days” is inclusive of weekdays including days that the school is closed as well as holidays and weekends.

Article IV - Officers

Section 1. Titles

The officers of the association shall be: President or Co-Presidents, Vice President of Communications or Co-Vice Presidents of Communications, Vice President of Parent/Community Outreach or Co-Vice Presidents of Parent/Community Outreach, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of Information and Administration or Co-Vice Presidents of Information and Administration, Treasurer or Co-Treasurers, and Recording Secretary or Co-Recording Secretaries.

The association must elect the mandatory core officers (President, Recording Secretary and Treasurer) in order to be a functioning PTA. Each position may be shared by no more than three members. Parents of outgoing children with an incoming child may run for a Board position provided it is a non-mandatory position.

Section 2. Term of Office and Term Limits

Officers shall be elected for a one-year term of office, starting on July 1st through June 30th of the following year (see Section 4 for the timeline of the election). There shall be no qualifications for any office other than to be a parent of a child attending Midtown West as defined in Article 111, Section 1.

There shall be no term limits.

Section 3. Duties of Officers

3.1 The President or Co-Presidents shall:

- Provide leadership for its members;
- Preside at all meetings of the association;
- Oversee and be ex-officio a member of all committees
- Appoint and remove chairpersons of standing and ad-hoc committees with the approval of the Executive Board;
- Delegate responsibilities to other PTA members and encourage meaningful participation in all parent and school activities;
- Attend all regular meetings of the District Presidents’ Council, or designate the Vice-President of Parent/Community Outreach or one of the Co-Vice Presidents of Parent/Community Outreach with membership approval;

- Be a core member of the School Leadership Team;
- Meet monthly with the Executive Board members in accordance with these bylaws and plan the agendas for the general membership meetings;
- Be one of the signatories on all checks;
- Conduct other business necessary for carrying out the work of the PTA as directed by the membership and the Executive Board;
- Ensure formation of Nominating Committee;
- Maintain custody of the association's records on school premises;
- Preside over and assemble all (PTA sponsored) school wide events;
- Assist with the June transfer of PTA records to the incoming Executive Board.

If there are Co-Presidents, the remaining Executive Board members shall determine which Co-President will serve as the core member on the School Leadership Team and which one will serve as the school's representative to the District Presidents' Council. In the event that the President wishes to designate the Vice-President of Parent/Community Outreach to serve as the school's representative to the District Presidents' Council, the membership must vote on this and, if there are Co-Vice Presidents of Parent/Community Outreach, decide which one will serve in this capacity with membership approval.

3.2 The Vice President of Communication or Co-Vice Presidents of Communication shall:

- Assist the President or Co-Presidents and assume the President's or Co-Presidents' duties in his/her/their absence or at his/her/their request;
- Oversee the Classroom Representatives and chair monthly Classroom Representatives meetings when necessary;
- After obtaining approval from the Principal, keep up a template for weekly class rep newsletters on the MTW website. Distribute templates to all class representatives for weekly information updates.

3.3 The Vice President of Parent/Community Outreach or Co-Vice Presidents of Parent/Community Outreach shall:

- Ensure that Midtown West and the PTA are represented at district and citywide educational functions and maintain a presence in the larger educational community;
- Be the President's or Co-Presidents' designee at District President's Council meetings;
- Report back to the PTA on district meetings;
- Contribute to maintaining the bulletin board set aside for circular and parent organization information;
- Maintain the PTA bulletin boards.

3.4 The Vice-President of Fundraising or Co-Vice Presidents of Fundraising shall:

- Chair or Co-Chair the Fundraising Committee;
- The Fundraising Committee shall be responsible for planning and scheduling all fundraising events, and shall serve in accordance with Chancellor's Regulations A-660 (Parent Associations and the Schools), A-610 (Fundraising Activities and Collection of Money from Students), and A-812 (Competitive Foods).

- 3.5 The Vice President of Information and Administration or Co-Vice Presidents of Information and Administration shall:
- Be responsible for the MTW website homepage as well as updating information on the website;
 - Be responsible for generating the School Directory, which will be disseminated electronically;
 - Assist with the June transfer of PTA records to the incoming Executive Board.
- 3.6 The Treasurer or Co-Treasurers shall:
- Chair or co-chair the Budget Committee;
 - Be responsible for all financial affairs and funds of the association;
 - Supervise tax reporting;
 - Assist with the June transfer of PTA records to the incoming EB;
 - Prepare pro forma and final budget after Executive Board approval;
 - Be responsible for maintaining, on school premises, an updated record of all income and expenditures;
 - Must be one of the signatories on all checks;
 - Adhere to and implement all financial procedures established by the association;
 - Be prepared to present and provide copies of financial reports at all association meetings;
 - Prepare and provide the January 31st interim and June annual financial accounting reports;
 - Make available all books or financial records for viewing by members upon written request and for audit;
 - Prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.7 The Recording Secretary or Co-Recording Secretaries shall:
- Prepare and maintain the official record (minutes) of the proceedings and actions of all EB and association meetings;
 - Prepare attendance sheets and distribute materials for PTA meetings;
 - Distribute and make available on or near the PTA bulletin board the draft minutes in a timely manner;
 - Make corrections to the draft minutes;
 - Sign and post a copy of the approved minutes on the PTA bulletin board and file the original;
 - Sign and incorporate all amendments into the bylaws and ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office;
 - Assist with the June transfer of all PTA records to the incoming Executive Board.
- 3.8 School Leadership Team Membership:
The President or one of the Co-Presidents of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event that the association elects Co-Presidents, refer to Article IV, Section 3.1 of the association's bylaws.)

All other parent member representatives shall be elected by the general membership.

- School Leadership Team Nominations and Elections: School Leadership Team Parent member representative elections will be held in accordance with term limits as set forth in the School Leadership Teams Bylaws. Notice of School Leadership Team vacancies and election information will appear on the May general membership meeting notice. Nominations for School Leadership Team Parent members will be taken at the May Meeting. Nominations may be from the floor or in writing to the President or Co-Presidents and will be closed at this meeting. Nominees need not be present to submit their names or to be nominated by another member.
- Election: Notice of the Election of School Leadership Team members will be included in the notice of the general membership meeting. Election of School Leadership Team members shall take place following the election of the Associations' Executive Board at the June general membership meeting.
- Vacancy: A vacancy shall be filled by a special expedited election held at a general membership meeting.

3.9 Community District Education Council (CDEC) Selectors:

The mandatory officers (President, Recording Secretary, Treasurer) from each school in a community school district shall select the parent members of the Community District Education Councils (CDECs) as outlined in Chancellor's Regulation D-140. In the case of Co-Presidents, Co-Recording Secretaries and/or Co-Treasurers, the remaining Executive Board members will determine who will be the CDEC selectors.

Section 4. Election of Officers

The yearly election of officers must be completed between the third Wednesday in May and the last day of school in June. Any timelines established by the association to complete the nominations and election process must adhere to this timeframe.

- 4.1 Nominating Committee: A nominating committee shall be established during the February general membership meeting and consist of three to five (3-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President, or Co-Presidents, subject to the approval of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson. Staff may not participate on the nominating committee.

Members of the nominating committee are not eligible to run for office.

The nominating committee shall seek out the membership for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- Canvassing the membership throughout the months of February – May for all eligible candidates;
- Preparing and distributing any written notices soliciting recommendations to the entire membership;
- Preparing and distributing all notices at least ten calendar days in advance of any meeting(s) pertaining to the nominations and election process in English and other languages spoken by parents in the school;
- Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election;
- Determining and verifying the eligibility of all interested candidates, prior to the election;
- Reporting the names of previously nominated candidates during the May meeting;
- Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor and then officially closed during the May meeting;
- Sending a reminder meeting notice which includes the names of all eligible candidates and the officer positions they are seeking to the membership at least two (2) weeks prior to the spring election meeting;
- Notifying the principal of the date and time of the election by April 1st; if the principal is not so notified by May 1st, he/she must request a scheduled date and time for the election meeting from all Executive Board members. If the Executive Board members fail to respond within 7 school days, the principal must notify all parents and convene a meeting in May to form a nominating committee and schedule elections;
- Scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting;
- Completing the spring election at the June membership meeting to be held no later than the last day of school in June;
- Ensuring that the election is certified by the principal or his/her designee immediately following the election (refer to Article IV, Section 5);
- Maintaining on file (on school premises) the ballots from any contested election for a period of one year or until a determination of any grievance filed, whichever is longer.

If a nominating committee is not/cannot be formed by the end of February, the Executive Board for the following school year shall be determined based upon a special expedited elections pursuant to Article IV, Section 7 and Chancellor's Regulation A-660 by no later than the second Friday in June.

- 4.2 Notices: The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. The notice should include a list of all Executive Board positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and how parents can be nominated for office. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. A notice to the membership shall be distributed listing all candidates in alphabetical order by surname under the office for which they were nominated.

4.3 Voting Requirements: There shall be one vote per member for the child/children currently attending Midtown West. Voting by proxy or absentee ballot is prohibited.

4.4 Contested Elections and Use of Ballots:

- Written ballots shall be used in all contested elections having more than one nominated candidate for any office or offices;
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of Co-Presidents must be listed as a team;
- Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school;
- Ballots shall be distributed once voter eligibility has been established;
- Ballots shall be counted immediately following the conclusion of voting and in the presence of assembled PTA members and observers, if any. Ballots shall not be removed from the voting site until after the official tally has been completed and reported to the assembly;
- Ballots shall be retained for one year following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later. The ballots must be retained on school premises in the PTA office. There are no exceptions;
- Within ten (10) calendar days of conducting an election the results of the election shall be reported to Supervisor of the Office of Parent Support in the regional office.

4.5 Candidate Rights in Contested Elections: During the election meeting, candidates must be provided with an opportunity to address the membership prior to voting. If a candidate is not able to be present, another person may read the candidate's statement.

Campaigning: No materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's website by any candidate, supporter, or the PTA. Any individual who violates this provision jeopardizes the candidate's eligibility to be elected to office. Candidates who violate this provision will be subject to disqualification and deemed ineligible for office for that election year and prohibited from serving on any PTA or PC executive board, school or district leadership team, school or district Title I Parent Advisory Council and CEC, CCSE, CCHS, or CCELL.

Presence for Vote: A candidate for office need not be present at the time of the election to be eligible to run. A candidate must make every effort to advise the nominating committee that she/he cannot attend the election.

4.6 Uncontested Elections: If there is only one candidate for each office, a motion will be initiated by the nomination committee for a vote of the membership. The Recording Secretary shall be instructed 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.

Section 5. Certification of the Election

The results of the election shall be announced by the chairperson of the nominating committee selected to conduct the nominations and election process. The principal or his/her designee shall be responsible for certifying the election and must be present. The Parent Coordinator cannot be the principal's designee. Certification of the election requires that the principal or his/her designee verify that the nominations, presented in alphabetical order, and election process was conducted in accordance with Chancellor's Regulation A-660 and the association's bylaws. The principal must then ensure that incoming officers complete the PTA Election Certification Form available at <http://schools.nyc.gov/parentleadership>. At the time of certification, the Executive Board members may elect to permit Division of Community and Family Engagement (FACE) to forward their personal phone number and/or email address to the appropriate president's council.

Section 6. Vacancies

The PTA shall notify the principal of any vacancy in an office within 5 calendar days. Any vacancy shall be filled by succession, or, if succession fails to fill the mandatory officer positions (President, Secretary and Treasurer), by a special expedited election. If the PTA has one or more officer vacancies prior to the start of the school year that are not a result of resignations, the remaining executive board members must conduct a special expedited election to fill all officer vacancies by October 15th.

All mandatory officer vacancies must be filled by succession of the next highest-ranking officer. The ranking of officers shall be as follows: President or Co-Presidents, Vice President of Communications or Co-Vice Presidents of Communications, Vice President of Parent/Community Outreach or Co-Vice Presidents of Parent/Community Outreach, Vice President of Fundraising or Co-Vice Presidents of Fundraising, Vice President of Information and Administration or Co-Vice Presidents of Information and Administration, Treasurer or Co-Treasurers and Secretary or Co-Secretaries. In the event that the core mandatory offices (President, Secretary and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election has been certified, must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the President or Co-Presidents. Upon resignation of any co-officer, the membership must vote to determine if the remaining co-officer may fill the unexpired term on his/her own, or whether a special expedited election must be held.

Section 7. Special Expedited Elections

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 at least 10 calendar days prior to the expedited election. The meeting notice must include a list of available officer positions, an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school, term limits (if applicable) and that nominations will be taken from the floor. 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.

7.1 Circumstances.

Special expedited elections are required when the PTA has failed to conduct a valid annual election or were unable to fill an office vacancy by succession.

7.2 Written Notice

Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.

7.3 Conducting Special Expedited Elections

A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting.

7.4 Voting

When there is more than one candidate for an office written ballots must be used in the manner specified in these bylaws for contested elections. When there is only one candidate for an office, the PTA may follow the procedures outlined above for uncontested elections.

Section 8. Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to render an explanation to the Executive Board.

In other instances where an elected officer(s) of the association has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A voting member of the PTA presents a motion during any meeting of the PTA assembly to appoint a review committee. Upon establishing a quorum, the motion must be approved by majority vote;
- The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee;
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and/or witnesses;

- The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee. The association's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

Section 9. June Transfer of Records

All PTA 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. Outgoing Executive Board members may not retain copies of PTA records, including parent contact information. Transfers must occur on school premises.

Prior to the conclusion of a Secretary's or Co-Secretaries' term, she/he/they must make the necessary arrangements to provide the PTA's bylaws, meeting notices, agendas, and minutes from both general membership and Executive Board meetings to the newly elected Secretary or Co-Secretaries.

Prior to the conclusion of a Treasurer's or Co-Treasurers' term, she/he/they must make the necessary arrangements to provide all financial records, as well as information on the method of record keeping used by the PTA.

Article V - Executive Board

Section 1. Composition

The Executive Board shall be comprised of the elected officers of the PTA. Persons employed at Midtown West shall be ineligible to serve as an elected officer of the PTA.

Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 8 unless a good and valid reason is rendered in writing.

Section 2. Responsibilities

The Executive Board shall be responsible for the management and administration of Midtown West Parents and Teachers Association, Inc. in all respects and for all purposes. The Executive Board shall define policy and guide the association so that it stays true to its mission, adheres to Chancellor's regulations, State and Federal law and achieves its goals effectively. Officers shall have additional responsibilities as outlined in Article IV, Sections 3.1 – 3.9.

Section 3. Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, at 8:00am, during the third week of each month, and at least 24 hours prior to the general membership meeting unless such date falls on a

legal or religious holiday, in which case the meeting shall be held on the following or previous day. Prior to the first meeting in September, the Executive Board members shall vote on which day of the week the monthly Executive Board meetings shall take place. If there is not a 2/3 majority for any one day, the two days with the most votes shall be alternated each month in an effort to be the most inclusive of the Executive Board members. Once this decision has been made, the meeting dates shall be put on the school calendar. In the event any Executive Board meeting is rescheduled, the Executive Board shall give the membership 10 calendar days' notice of any regularly scheduled or re-scheduled meeting. PTA members may attend the Executive Board meetings. Individuals who are not members of the PTA may only attend Executive Board meetings with the approval of the Executive Board.

Section 4. Voting

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

Section 5. Quorum

The quorum shall be one more than half of the Executive Board allowing for official business to be transacted.

Section 6. Contact Information

The Executive Board shall make available to the membership a list of the officers, including their names and either a personal telephone number or email address where members may contact that officer. The list shall not include home address.

Section 7. Treasurer's Report

A written Treasurer's report must be given at every Executive Board meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period.

Article VI - Meetings

Section 1. General Membership Meetings

1.1 The general membership meetings of the association shall be held the Friday following the third Monday of every month at 9am unless a conflict arises or such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Friday. The Executive Board shall have the power to reschedule general membership meetings in the event a scheduled general membership meeting conflicts with another school event. All meetings must be held in the school except for extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences. Written notice of each membership meeting shall be distributed in all applicable languages, where possible. A ten (10) calendar day notice shall be required prior to the scheduled meeting. The Executive Board is responsible for ensuring

that notifications of meetings are sent in a manner calculated to reach all parents. The date of distribution shall appear on all notices.

- 1.2 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.3 Observers may speak and otherwise participate, with the approval of the Executive Board.

Section 2. Order of Business

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

- ◆ Call to Order (attendance sheet to be distributed)
- ◆ Approval of Minutes
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ President's Report
- ◆ School Leadership Team Report
- ◆ Committee Reports
- ◆ Old Business
- ◆ New Business
- ◆ Setting of Next Meeting
- ◆ Adjournment

Section 3. Quorum

The quorum shall be two (2) Executive Board members and twenty (20) PTA members in order to conduct official association business. In the absence of a quorum, no official business may be conducted. However, if the association fails to meet quorum requirements at two consecutive meetings, official business may be conducted at the second of such meetings.

Section 4. Minutes

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

Section 5. Special Membership Meetings

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

- 5.2 In addition, upon receipt of a written request from ten (10) association members, the President must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents.

Section 6. Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation and these bylaws.

Article VII - Committees

Section 1. Standing Committees

1.1 The President or Co-Presidents shall appoint the chairpersons of all standing committees with approval of the Executive Board with the exception of the Budget Committee (which is chaired by the Treasurer or Co-Treasurers) and the VP of Fundraising Committee. The President or Co-Presidents may serve as committee chair(s). Ad-hoc committees shall be established by Executive Board approval. Chairperson(s) of standing committees (and Ad Hoc if necessary) shall be called upon to attend Executive Board meetings when necessary. The standing committees of the association are as follows:

Fundraising: The Fundraising Committee shall be responsible for planning and scheduling all fundraising events, and shall serve in accordance with Chancellor's Regulations A-660 (Parent Associations and the Schools), A-610 (Fundraising Activities and Collection of Money from Students), and A-812 (Competitive Foods). The fundraising events shall be under the chair of the VP of Fundraising.

Grant Writing: The Grant Writing Committee shall research, write, and submit grant applications. These grant applications shall be reviewed and approved by the board.

Martin Luther King, Jr.: The Martin Luther King, Jr. Committee, which may consist of parents and teachers, shall be responsible for 1) the school's annual celebration of Martin Luther King, Jr.'s birthday, traditionally held in January; 2) upholding his dream of unity and diversity by creating and participating in cultural events in which people of all ethnicities are brought together, and; 3) educating and enlightening the entire MTW community about MLK, Jr., the legacy he has left us, the people he came from, as well as the people he worked to unite.

Midtown West School Garden (a/k/a The Marian S. Heiskell Garden): The Midtown West School Garden Committee shall be responsible for 1) maintaining the garden in a manner that maximizes its usefulness to MTW's teachers and students; 2) managing and maintaining good relationships with all sponsoring agencies, especially the Salvation Army and the Council on the Environment of New York City; 3) opening the garden regularly to MTW families; 4) procuring pertinent materials and

information for the teachers, and; 5) recruiting active parent members, especially from the lower grades in order to ensure continuity in meeting its responsibilities.

Budget: The Budget Committee shall be chaired by the Treasurer or Co-Treasurers (Section IV, 3.6). The Budget Committee shall be responsible for drafting 1) a proposed budget each spring for approval by the Executive Board and the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the June membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.) Treasurer or Co-Treasurers must present proposed budget to Executive Board for approval prior to General Meeting.

Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The Treasurer or Co-Treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

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 Co-Presidents, and Treasurer or Co-Treasurers shall be authorized to sign checks. All checks require the signature of at least two officers, one of whom must be either the Treasurer or a Co-Treasurer. Signatories on any check shall not be related by blood or marriage or members of the same family or household.

Section 3. Budget

3.1 The Budget Committee shall be responsible for:

- Presenting the budget process for membership approval which must be voted on by no later than the June membership meeting;
- A Treasurer's or Co-Treasurers' written review of the prior year's budget for discussion at the May membership meeting;
- Preparing a proposed budget for adoption by the membership at the June membership meeting;
- 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 prior to the end of the school year;

- The incoming Executive Board may review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time;
 - The counting and handling of any cash, checks, or money orders received requires at least two non-related PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PTA members. All monies must be counted in school;
 - No parent and/or staff member shall collect fundraising proceeds from any student without the written approval from the principal;
 - All funds shall be deposited in the bank account by authorized members within 1 business day of receipt. Authorized members are defined as Board members or Fundraising Committee Chairpersons. No funds shall be kept in a member's home but shall be secured and locked in the school.
 - Financial records of the PTA (e.g., all records reflecting income, expenditures, refunds and any other financial transactions) must be maintained on school premises for a period of 6 years. Financial records must include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, minutes approving financial actions, and invoices. If applicable, cancelled or voided checks, vendor contracts, inventory lists of purchased or donated items, copies or records of tax exempt forms submitted for purchases, and any other record reflecting income, expenditures, or any financial transactions must also be maintained;
 - No checks may be written payable to cash or petty cash.
- 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 resolution of the membership.
- 3.4 Plans for all fundraising activities conducted by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.
- 3.5 All expenditures of funds by the PTA must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting.

Section 4. Record Keeping

- 4.1 PTAs shall obtain their own Employer Identification Number (EIN) from the Internal Revenue Service for bank account applications. PTAs may not conduct any fundraising activities until they have obtained an EIN. PTA's EINs must be maintained on file with the building principal.
- 4.2 PTAs shall obtain their own New York State Tax Exempt Number for the purpose of purchasing items exempt of sales tax. PTA's tax-exempt status is to be used only for the PTA's benefit and not for the benefit of individual members. Copies or records of tax-exempt forms submitted to stores must be maintained as PTA records.
- 4.3 A checking account in the name of the PTA shall be maintained. Any accounts other than the mandatory checking account must be authorized by a vote of the PTA membership and must be in the name of the PTA. The PTA must use a commercial ledger checkbook.
- 4.4 The acquisition or use of an automated teller machine (ATM) card(s), credit cards or withdrawal slips by a PTA is prohibited.
- 4.5 PTAs are prohibited from writing checks payable to cash or petty cash.
- 4.6 PTA members may only be reimbursed for PTA out-of-pocket expenses if they submit receipts, the membership approves, and the check is made payable to the PTA member. The limit for such reimbursements shall be \$2,000.
- 4.7 The Executive Board may authorize emergency expenditures in situations where the PTA must expend funds to further its purposes prior to its next regularly scheduled meeting. Such emergency expenditures shall not exceed \$500. Any such emergency expenditures shall be reported at the next general membership meeting where members must have the opportunity to vote on whether the emergency expenditure was an appropriate use of the funds.
- 4.8 Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PTA minutes related to the expenditure. The PTA must keep all financial records for a period of six (6) years.
- 4.9 All funds shall be deposited in the bank account by at least two (2) authorized members within 24 hours of receipt. Authorized members are defined as Board members or Fundraising Committee Chairpersons. No funds shall be kept in a member's home, but shall be secured and locked in the school.

Section 5. Audit

- 5.1 The President shall request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check

signatories, may serve. The majority of the committee shall be comprised from the general membership.

- 5.2 The audit committee shall conduct an audit of all financial affairs of the Association with the help of the Treasurer or Co-Treasurers who shall make all books and records available to them. The audit committee may also recommend that an external audit of the association's financial records be conducted.
- 5.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the expenditure of funds.
- 5.4 The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 6. Financial Accounting

- 6.1 A written Treasurer's report must be given at every general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the applicable reporting period. Copies of such Treasurer's reports must be given to the principal and made available to the membership.
- 6.2 The Treasurer or Co-Treasurers shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 6.3 The Treasurer or Co-Treasurers shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The Treasurer, Secretary, at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraising proceeds from students. The Treasurer and at least one other PTA officer or Fundraising Chair shall transport all funds to the bank, and deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer or Co-Treasurers shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the association in a responsible banking institution selected by the association. All records of the association including

checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

- 6.4 All collected monies for next day bank deposit must be secured on school premises.
- 6.5 The use of withdrawal slips, ATM cash, and credit cards are prohibited.
- 6.6 The PTA's financial records must be available for inspection by members upon request and reasonable notice. All requests to review financial records must be made in writing and identify the records to be reviewed. Reviews of financial records must be conducted in the presence of the Executive Board and 2 general members not affiliated with the request. A review sheet identifying the reviewed documents must be signed by all members present.

Article IX - Amendments

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every three (3) years. These bylaws shall not contain language which does not conform to Chancellor's Regulation A-660 and Department of Education guidelines.

Notwithstanding the preceding paragraph, in the event these bylaws do not comply with Chancellor's Regulation A-660, these bylaws may be amended at any regular meeting of the PTA, without the notice required by the preceding paragraph, by a two-thirds vote of the members present, upon motion of a member (to be voted upon immediately after presentation of such motion), if the sole purpose of the proposed amendment is to amend these bylaws to comply with Chancellor's Regulation A-660.

In the event that a PTA's bylaws contain any provision that conflicts with Chancellor's Regulation A-660, the provisions of the regulation shall be deemed controlling. All remaining provisions of these bylaws that are not in conflict with the Regulation A-660 shall remain in full force and effect.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article IX, at the membership meeting held on **June 16, 2016**.

Amended:	Ratified:	Last Reviewed:	Next Review:
June 16, 2016	June 16, 2016	June 2016	2019
March 12, 2015	March XX, 2015	October 2014	2017
October 19, 2012	October 19, 2012	March 2012	2014
(The 10/19/12 revisions only include new mandated Chancellor Regulation language and information.)			
March 16, 2012	March 23, 2012	January 2011	2014
April 15 th , 2011	March 25 th , 2011	January 2011	2014
June 9, 2006			
February 14, 2003			
May 1, 2000			
May 1, 1997			
June 14, 1995			
April 13, 1995			
March 15, 1995			
November 2, 1994			

Signed By:

Peter Chernin

Co-President

Carmen Lamar Daehler

Co-President

Courtney Ozer

Co-President

Date _____