

**ACTION BY UNANIMOUS WRITTEN CONSENT
OF THE EXECUTIVE BOARD OF
THE PARENT TEACHER ASSOCIATION OF P.S. K134, INC.**

The undersigned, being all of the members of the Executive Board (the “Board”) of The Parent Teacher Association of P.S. K134, Inc. (“PTA”), a New York Not-for-Profit corporation (the “Corporation”), acting pursuant to Section 405(b) of the Not-For-Profit Corporation Law of the State of New York, hereby adopts, by this written consent, the following resolution with the same force and effect as if it had been unanimously adopted at a duly convened meeting of the Board and direct that this written consent be filed with the minutes of the Corporation.

WHEREAS, the Bylaws of the Corporation were approved by the Board on May 29, 2024 and presented to the members of the PTA at a membership meeting held on June 13, 2024 (the Meeting”); and

WHEREAS, at the Meeting changes to the Bylaws were presented from the floor and incorporated into the body of the Bylaws and the Bylaws were subsequently voted on and approved by unanimous vote of the members of the PTA present at the Meeting.

NOW, THEREFORE BE IT RESOLVED, that the Bylaws approved at the Meeting and attached hereto as Exhibit A are hereby recognized and adopted as the Bylaws of the Corporation.

IN WITNESS WHEREOF, the undersigned, being all of the members of the Board, have duly executed this written consent as of June 20, 2024.

By: *Shaheera Ahmad*
[Shaheera Ahmad \(Jun 20, 2024 10:49 EDT\)](#)
Name: Shaheera Ahmad
Date: Jun 20, 2024

By: *Hanna Weitzman*
[Hanna Weitzman \(Jun 20, 2024 13:01 EDT\)](#)
Name: Hanna Weitzman
Date: Jun 20, 2024

By: *Christina Jones*
[Christina Jones \(Jun 20, 2024 12:37 EDT\)](#)
Name: Christina M. Jones
Date: Jun 24, 2024

By: *Re-An Pasia*
[Re-An Pasia \(Jun 20, 2024 10:47 EDT\)](#)
Name: Re-An Mascarinas Pasia
Date: Jun 20, 2024

By: *Hiroko Nishimura*
[Hiroko Nishimura \(Jun 20, 2024 10:52 EDT\)](#)
Name: Hiroko Nishimura
Date: Jun 20, 2024

By: *Umbreen Imran*
[Umbreen Imran \(Jun 20, 2024 11:39 EDT\)](#)
Name: Umbreen Imran
Date: Jun 20, 2024

By: *Eric Jankstrom*
[Eric Jankstrom \(Jun 20, 2024 10:59 EDT\)](#)
Name: Eric Jankstrom
Date: Jun 20, 2024

EXHIBIT A

BYLAWS

**BYLAWS
OF
THE PARENT TEACHER ASSOCIATION OF P.S. K134, INC.**

Article I — Name

1. The name of the Association shall be The Parent Teacher Association of P.S. K134, Inc. and hereafter referred to as the Association.

Article II — Objectives

1. The objectives of the Association include but are not limited to:
 - a. Develop parent leadership and build capacity for greater involvement;
 - b. Foster and encourage parent participation on all levels;
 - c. Develop a cooperative working relationship between the parents and staff of our school;
 - d. Provide opportunities and training for parents to participate in school governance and decision-making; and
 - e. Provide support and resources to the school for the benefit and educational growth of the students.

Article III — Membership

A. Eligibility

1. The term parent is defined as any person in a parental or custodial relationship to the student, which includes the following:
 - a. Birth parent
 - b. Adoptive parent
 - c. Foster parent
 - d. Step-parent
 - e. Legally appointed guardian
 - f. Grandparent

g. Person(s) in parental relation¹

2. A parent of a student currently on the register of P.S. K134 is automatically a member of the Association.
3. Parents of a child who is attending P.S. K134 full-time while on the register of a citywide program are eligible to be members of the Association. 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.
4. Membership shall be open to all teachers, paraprofessionals, school aides, school secretaries and food service workers currently employed at the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. The Association may request from each family a voluntary donation of \$10 to \$20 at the beginning of the school year.

C. Voting Privileges

1. Every parent of a student currently enrolled at P.S. K134 shall be entitled to a single vote during any in-person, virtual, and/or hybrid meetings. Voting must be in person (i.e., in person at the meeting or attending via VRP). Voting by proxy, absentee ballot or email is not permitted. Each teacher at P.S. K134 shall be entitled to a single vote.
2. Members must be careful to avoid acting in circumstances in which their personal interests conflict with their interests as members of the Association. A member's voting right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulations A660, dated as of November 11, 2021 (as amended from time to time, the "Chancellor's Regulations A660") as well as those set forth in the Association's duly approved Conflicts of Interest policy then in effect.²
3. The election of officers must be conducted at an in-person meeting or using a virtual remote platform ("VRP"). Elections at a hybrid meeting are prohibited.
4. Except as provided by a statute or these bylaws, any corporate action authorized by a majority of the votes cast at a general membership meeting shall be the act of the members.

¹ The term "person in parental relationship" refers to a person who has assumed the care of a child because the child's parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, living outside the state, or abandonment of the child. Any determinations about who constitutes a person in parental relations must be based on the individual circumstances surrounding guardianship and custodial care of a particular child. A person who provides temporary care for a child (e.g., babysitter, nanny, or non-custodial relative) does not qualify as a person in parental relation under Chancellor's Regulations A-660.

² Restrictions based on Conflicts of Interest as determined by Chancellor's Regulations A-660 Section I.I.4

D. Notices

1. Any notices required to be given to the membership shall be distributed 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 email. The distribution date shall appear on all notices.
2. Notices, ballots and other written materials required by these bylaws will be provided in all applicable languages spoken by parents whenever possible. For the purposes of determining deadlines for giving written notice, backpack flyers are deemed to be sent as of the date they are first distributed, and written notices sent by 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 the days that school is closed as well as holidays and weekends.
3. Notices must indicate whether the meeting is in person or a hybrid meeting.
4. See Article VI.D.8 for notice requirements for election meetings. See Article VI.E for special meeting notice requirements.

Article IV — Officers and Directors

A. Titles

1. The mandatory officers of the Association shall be: President, Recording Secretary and Treasurer. The election of mandatory officers will constitute a functioning Association. There shall be no qualification requirements for any parent to be an office holder of the Association, other than to be a parent of child attending P.S. K134. The eligibility of any member may be limited by the Conflicts of Interest restrictions outlined in Chancellor’s Regulation A-660.
2. A member who has a conflict of interest is not eligible to serve as an officer of the Association unless they have obtained a waiver from the Department of Education Ethics Officer. A Department of Education employee may not serve as an officer.
3. Non-Mandatory Officers of the Association may consist of but are not limited to the following: Co-President, Vice President, Co-Treasurer, Co-Recording Secretary, Parliamentarian and Sergeant at Arms.

B. Term and Term Limits

1. The term of office shall be no more than twelve (12) months beginning on July 1 and ending on June 30.
2. Term limits for each officer position of the Association shall be **two** 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

C. Duties of Officers

1. President/Co-President

The duties of the President/Co-President shall include, but are not limited to the following:

- a. Preside at all meetings of the Association;
- b. Is an ex-officio member of all committees except the nominating committee;
- c. Appoint Association committee chairpersons with the approval of the executive board;
- d. Encourage meaningful participation in all parent and school activities;
- e. Provide opportunities for members' leadership development;
- f. Delegate responsibilities to members of the Association as needed;
- g. Attend all regular meetings of the Presidents' Council;
- h. Is a mandatory member of the P.S. K134 School Leadership Team and is responsible for communicating to the membership information discussed at the SLT (as defined herein) meetings⁴;
- i. Meet regularly with the executive board members;
- j. Plan the agendas for the general membership meetings;
- k. Is one of the eligible signatories on checks, and debit card disbursement forms;
- l. May be responsible for the New York City Department of Education ("DOE") issued email account;
- m. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board; and
- n. Represent the Association on district committees or appoint a designee.

³ The term of office pertains to the length of time a single person may be elected to a position on the executive board of the Association. The number of times a person may hold a particular office may be limited by the number of consecutive times a person may serve in that particular office.

⁴ Co-Presidents must determine who will serve on the SLT and who will attend President's Council meetings.

2. Vice President

The duties of the Vice President shall include, but are not limited to the following:

- a. Assist the President or Co-Presidents;
- b. Assume the President's or Co-President's duties in their absence or at the Presidents or Co-President's request;
- c. Be one of the eligible signatories on checks, *provided* that they are registered on the Association bank account; and
- d. Assist with the June transfer of Association records to the incoming executive board.

3. Recording Secretary/Co-Recording Secretary

The duties of the Recording Secretary and Co-Recording Secretary shall include, but are not limited to the following:

- a. Record the minutes at all Association meetings;
- b. Prepare notices, agendas, sign-in sheets and materials for distribution;
- c. prepare and read the minutes at Association meetings;
- d. Distribute copies of the minutes for review and approval by the general membership;
- e. Maintain the custody of the Association's records on school premises;
- f. Maintain the DOE issued email account;
- g. May be one of the eligible signatories on a checks and disbursement forms;
- h. Incorporate all amendments into the bylaws;
- i. Ensure that signed copies of the bylaws with the latest amendments are on file in the Principal's office;
- j. May be responsible for reviewing, maintaining and responding to all correspondence addressed to the Associations; and
- k. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.

4. Treasurer/Co-Treasurer

The duties of the Treasurer/Co-Treasurer shall include, but are not limited to the following:

- a. Responsible for all financial affairs and funds of the Association;
- b. Maintain an updated record of all income and expenditures on school premises;
- c. May be a signatory on checks, and debit card disbursement forms;
- d. May be responsible for setting up online access to the bank account;
- e. Adhere to and implement all financial procedures established by the Association;
- f. Prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
- g. Prepare the Association's Interim PTA Financial Report and Annual PTA Financial Report;
- h. Make available all books and financial records for viewing by members upon request and for audit;
- i. May have access to the DOE issued email account; and
- j. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.

D. Election of Officers

1. Officers shall be elected by the last day of each school year for a one-year term beginning on 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 meeting format of the annual election by April 1.
2. Elections of officers must only be conducted in an in-person meeting or a fully virtual meeting. Conducting elections held in a hybrid meeting are prohibited.
3. Employees of P.S. K134 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.
4. Nominating Committee
 - a. A nominating committee must be established during the April monthly general membership meeting. The nominating committee shall consist of three to five volunteers, none of whom are members of the executive board or plan to run for office.

- b. 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. In addition to written nominations, the committee may also provide an opportunity to accept nomination from the floor at a general membership meeting prior to the close of nominations.
 - c. Notices should be translated into languages spoken by parents in the school whenever possible.⁵ The nominating committee will also be responsible for conducting the election meeting.
 - d. Duties of the nominating committee may include, but are not limited to the following:
 - 1) canvassing the membership for eligible candidates;
 - 2) preparing and distributing all notices of any meeting pertaining to the election process;
 - 3) preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
 - 4) verifying the eligibility of all interested candidates prior to the election;
 - 5) scheduling the election at a time that ensures maximum participation;
 - 6) ensuring that only eligible members receive a ballot for voting;
 - 7) ensuring that the election is certified by the Principal or designee immediately following the election.
 - e. 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.
5. Co-officers must run together as a slate in order to serve together.
 6. Officers shall be elected by a plurality of the votes cast.
 7. Upon resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expedited election.

8. Certification of Election

Election results must be recorded on an Association Election Certification Form, signed by the Principal or her/his designee (a school employee other than the parent coordinator) before the election meeting is adjourned. By signing, the Principal/designee certifies that

⁵ Translated templates, for all election materials, can be found in all 9 languages on the DOE PA/PTA Resources Page.

the nomination and election process was conducted in accordance with Chancellor's Regulations A-660 and these bylaws. The signed Certification Form shall be retained by the Association with a copy filed in the Principal's and the Superintendent's office.

9. Notice of Election Meeting (For All Elections)

- a. A written Notice of Election Meeting must be sent to all parents at least ten (10) calendar days prior to any Association election. The notice must be posted at the school and sent by a means calculated to reach all parents (e.g., email, backpack or U.S. mail). Multiple means of communication, including automated calls may be used to ensure that all parents are notified.
- b. The notice of election meeting must include an indication of the meeting format (i.e., in person or VRP).
- c. The executive board must create the Notice of Election Meeting and submit it to the Principal and parent coordinator in time to be distributed at least ten (10) days before the election meeting. The Principal and parent coordinator shall distribute the notice promptly to comply with the 10-day notice deadline.

10. Contents of the Election Notice. The Notice must be in writing and must include:

- a. Date, time and location and format of the election meeting.
- b. A list of all officer positions to be filled, term limits, and the candidates' names if nominations are already closed. (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.)
- c. A statement that the only qualification for office is that the candidate be a parent of a child enrolled at P.S. K134.
- d. The mechanism(s) by which parents can become candidates for office and the dates nominations close.
- e. The date that notification was distributed to all parents and the means of distribution.
- f. For expedited elections, a statement that all nominations will be taken from the floor at the election meeting.

11. Contested Elections and the Use of Ballots⁶

- a. Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-

⁶ Contested elections consist of two or more candidates for any office; voting must be by ballot.

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 three (3) observers from the general membership
- c. Ballots must not be removed from the school. The Association must retain ballots a 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.
- d. For VRP voting, a printed record of electronic ballots must be retained for one year or until determination of any grievance filed concerning the election, whichever is later.

12. 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.

13. Campaigning and Addressing Membership. All candidates must be given equal opportunity to participate in all mechanisms for addressing the membership. A notice that includes statements from candidates may be posted on the Association bulletin boards and distributed to parents in Association newsletters, through Association sponsored electronic media or at a table. At the election meeting, candidates must be provided with an opportunity to address the membership prior to voting.

If a candidate is not present, another member may read the candidate's statement. No material in support of a candidate or a slate of candidates may be distributed or posted on school premises or the school's website by any candidate supporter, executive board member or Association committee. Candidates who violate this provision, directly or indirectly will be subject to disqualification and may be deemed ineligible for office for that election year.

14. 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:
 - 1) President or Co-President
 - 2) Vice President (if applicable)
 - 3) Recording Secretary or a Co-Recording Secretary
 - 4) Treasurer or Co-Treasurer
 - 5) President's Council Representative
 - 6) Student Leadership Team (SLT) proxy
 - 7) SLT Title 1 Representative
 - 8) SLT Parent Representative

15. Expedited Election Process

- a. 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 indicating the date, time and meeting format (in-person or virtual) 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 Article IV.D.11 of these bylaws. Elections in a hybrid meeting are prohibited.
- b. If a quorum (under Article VI.C) is not met at the election meeting, a second election meeting must be scheduled and a written Notice of Election Meeting must be sent to all parents at least five (5) calendar days prior to the election.

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.
- 2. Once the election of PTA officers has concluded, the election of parent members to the SLT may begin.
- 3. Nominations. Nominations may be made from the floor or in writing to the President or Co-Presidents and will be closed at the election meeting. Nominees need not be present to submit their names or to be nominated by another member.
- 4. The election of parent members to the SLT should follow the same or similar election procedure as Association's officer elections.

5. A vacancy shall be filled by a special expedited election held at a general membership meeting.

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, V.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

- a. 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.⁷
- b. 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 thirty (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.

⁷ Officer Removal is a serious matter for any Association, special care must be taken not to violate the rights of any party before any action or vote is taken.

- 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.

G. Directors

Each duly elected officer shall automatically also become a director of the Association. Each director shall have such duties as provided for in the New York Not-for-Profit Corporation Law.

Article V — Executive Board

A. Composition

1. The executive board shall be composed of the elected officers of the Association. Officers shall be expected to attend all executive board meetings.

B. Meetings

1. The executive board shall meet monthly on the second Tuesday of every month at such time as the executive board determines, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday. The executive board must determine its capacity to host meetings in person, virtual or hybrid. Meetings will be conducted in person, virtual or hybrid.

C. Voting

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

D. Quorum

1. Three (3) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E. June Transfer of Records

1. The Association must maintain the following records for a minimum of six (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 bank card and DOE issued email account and all parent contact information are transferred to the newly elected executive board members. The transfer of records must be conducted in the presence of the Principal on the next practicable day after the election.
2. 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 President's Council during the process.

Article VI — General Membership Meetings

A. General Membership Meetings

1. General membership meetings shall be held in a manner that will maximize attendance and promote participation of its members. Meetings may be in person, hybrid, or virtual. Election meetings may only be in person or virtual.
2. At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.
3. General membership meetings of the Association shall be held monthly, September through June, on the third Thursday of the month at 9:00am (7:00pm in October, December, February and April) 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.
4. 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 in accordance with Article III.D.
5. All general membership meetings must be held in the Association's home school.
6. Committee meetings may be held at locations convenient to the members but may not be held in private homes.
7. All eligible members may attend and participate in general membership meetings.
8. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

1. 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. Co-Treasurers' Report
 - e. Principal's Report
 - f. School Leadership Team Report

- g. Committee Reports
- h. Old Business
- i. New Business
- j. Adjournment

C. Quorum

1. A quorum of at least eight (8) Association members, including a minimum of two (2) executive board members and 6 parent members, shall be required in order to conduct official Association business.⁸ Quorum for a hybrid meeting shall consist of at least one of the executive board members present at the in-person location and at least one executive board member on the virtual platform.
2. In the absence of a quorum, the Association cannot authorize expenditure of any funds or vote on any business but may have non-binding discussions.
3. If a quorum is not met at the election meeting, a second election meeting must be scheduled and a written Notice of Meeting must be sent to all parents at least five (5) calendar days prior to the election.

D. Minutes

1. 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

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. Upon receipt of a written request from two (2) Association members, the Co-Presidents must call a special membership meeting within five (5) calendar days of the request. Special meetings should follow the same procedures as regularly scheduled meetings, except that they may be convened upon 48 hours notice to parents. The notice must state precisely the topic of the special meeting. Special meetings do not apply to elections.

F. Parliamentary Authority

1. 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

⁸ In exceptional circumstances, the Association may seek a waiver of the minimum quorum requirement from FACE as per CR A-660

be deemed to apply, *provided* that it is consistent with laws, policies, rules, and regulations.

Article VII — Committees

A. Standing Committees

1. Membership

- a. The responsibilities of the membership committee shall include, but are not limited to:
 - i. encourage parent participation through recruitment and outreach;
 - ii. plan various activities and events for member participation;
 - iii. coordinate outreach efforts with the Parent Coordinator when possible;
 - iv. maintain current list of the Association's membership.

2. Budget Committee

- a. The responsibilities of the budget committee shall include, but are not limited to:
 - i. review prior year's budget and make recommendations to executive board;
 - ii. draft a proposed budget each spring for approval by general membership.

3. Audit Committee

- a. The responsibilities of the audit committee shall include, but not are limited to:
 - i. conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws;
 - ii. review as needed all financial records;
 - iii. prepare written reports of its findings.

4. Ad Hoc Committee

- a. 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

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

B. Signatories

1. The Co-Presidents, Co-Treasurers and Co-Recording Secretaries shall be authorized to sign checks. All checks require at least two (2) signatures. The two (2) signatories of a check may not be related by blood or marriage (i.e., spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

C. Budget

1. Budget Process. The executive board shall be responsible for the development and/or review of the budget process, which includes:
 - a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
 - b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - d. The executive board must present the budget process for membership approval no later than the October meeting. Following approval by the members, the budget shall be submitted to the Principal.
 - e. The counting and handling of any cash, checks or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds 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 members within one (1) business day of receipt, but in any event, no longer than three (3) business days. If the deposit will not be made within one (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 two (2) authorized members.

- h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

D. ATM/Bank Cards

1. The Association may possess and use ATM/Bank Cards issued by the banking institution connected to the Association's primary checking account.
2. ATM/Bank Cards must be linked to Association account only. Linking the debit card to a personal account is prohibited, and linking a personal bank account to the Association's bank account is prohibited.
3. ATM/Bank Cards can be used for the following approved transactions:
 - a. Transactions for online vendors
 - b. Vendors who do not accept a physical check
4. ATM/Bank Cards prohibited use:
 - a. Third party applications such as, personal mobile phone wallets or any other personal electronic device.
 - b. Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
 - c. Direct Donations
 - d. Out of Pocket Reimbursements
 - e. Receiving "Cash Back" or "Cash Refunds"
 - f. ATM Cash/Bank Card Withdrawals are prohibited

E. Third Party Cash Applications

1. The Association 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 Association's bank account using the Association's account number or debit card.
2. Approved transactions:

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

F. Banking

1. The Association's checking account may include online access and may make payments through the bank's online bill payment system.
2. To setup online banking, must use the DOE-issued email to open and link the bank account. (No one may link their personal bank account to the Association's account). To obtain the DOE-issued email, contact the parent coordinator, school administrator or family leadership coordinator.
3. All transactions must receive prior authorization to make a payment through the bank's online bill payment system from the general membership (at a regularly scheduled meeting here a quorum is present). This authorization is separate from and in addition to the approval of the expenditure.
4. A Disbursement Form must be completed for all transactions; the form must be signed by two (2) account signatories and filed with the Association'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.

G. Use of Funds

1. Budget Amendment. The budget may be amended by vote of the general membership at any membership meeting.
2. Expenditure. All expenditures not included in *the* budget at the time of its adoption must be approved by vote of the general membership.
3. Emergency Expenditures. The executive board is authorized to make an emergency expenditure not to exceed \$100 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: urgent expenses for students of P.S. K134. These expenditures shall be reported to the general membership at the next Association meeting in writing by the Co-Treasurers. The minutes of the meeting must reflect a vote taken by the Association to accept this action.
4. Misuse of Funds. 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.

H. Audit

1. Audit Committee

- a. The Co-Presidents shall request volunteers to form an audit committee of three (3) to five (5) persons of the general membership. Executive board members who are not eligible signatories an Association's checking account may serve on the audit committee. General members shall comprise the majority of the committee.

2. Duties

- a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the Co-Treasurers 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.

I. Financial Accounting

1. Financial Report. The Co-Treasurers must prepare the Interim PTA Financial Report and submit it to the Principal by January 31 of each school year. An Annual PTA Financial Report must be submitted to the principal by June 30. Copies of these reports shall be distributed and reviewed by the general membership.
2. Record Keeping. The Co-Treasurers shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Chancellor's Regulations. 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.
3. Inspection of Financial Records. The Association's financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time. All requests to review financial records must be made in writing and identify the records to be reviewed. The Association must provide an opportunity for members to review the requested documents within a reasonable period of time. Reviews of financial records must be conducted in the presence of the executive board and two (2) general members not affiliated with the request, A review sheet identifying the reviewed

documents must be signed by all members present. Upon request, the Association must make every effort to provide members with copies of the documents reviewed.

Article IX — Amendments and Regular Review of Bylaws

1. 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 three (3) years. All provisions of these bylaws must conform to Chancellor’s Regulations A-660 and Department of Education guidelines.
2. Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with Chancellor’s Regulations 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 June 13, 2024.

Signed:

President (Print Name):

Shaheera Ahmad
Shaheera Ahmad (Jun 28, 2024 14:56 EDT)

Recording Secretary (Print Name):

Hiroko Nishimura
Hiroko Nishimura (Jun 28, 2024 16:45 EDT)

Date Filed with Principal:

Jul 10, 2024












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Final Audit Report

2024-06-24

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Signature: Re-An Pasia
Re-An Pasia (Jul 10, 2024 13:25 EDT)

Email: Re-An.Pasia@nyct.com