

Queens High School for Language Studies

PTA Bylaws



Approved by the Membership on: April 19, 2023

Article I – Name

The name of the Association shall be **QHSLs Parent-Teacher Association (PTA)** and hereafter referred to as **the Association**.

Article II – Objectives

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

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

Article III – Membership

A. Eligibility

1. A parent of a student currently on the register of QHSLs is automatically a member of the Association.
2. Parents of a child who is attending QHSLs full time while on the register of a citywide program are eligible to be members of the QHSLs PTA 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.
3. 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. Stepparent
 - e. Legally appointed guardian
 - f. Person(s) in parental relation¹
4. Membership shall be open to all teachers and school staff (such as paraprofessionals, school aides, and school secretaries) currently employed at the school.

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 the 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.

5. Supervisory staff (principals, assistant principals, and supervisors) and parent coordinator are not eligible to become members of the PTA in the school where they are employed, even if they have a child in the school.

B. Dues/Donations

1. The payment of dues is not a condition for participation or membership.
2. Members may be suggested to make a voluntary donation of \$25.

C. Voting Privileges

1. Every parent of a student currently enrolled at Queens High School for Language Studies shall be entitled to a single vote during any meeting. However, that right may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A-660 (CRA-660).²
2. Voting must be in person. Voting by proxy, absentee ballot, email, or conference call is prohibited. In extraordinary circumstances, voting exceptions may be granted by the DOE.
3. Each teacher and school staff, such as paraprofessional, school aide, and school secretary currently employed at the school shall be entitled to a single vote.

Article IV – Officers

A. Titles

1. The mandatory officers of the Association shall be: president, recording secretary, and treasurer. The Association must elect the mandatory officers (president, recording secretary and treasurer) to be 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 the child attending Queens High School for Language Studies. The eligibility of a member may be limited by the Conflicts of interest restrictions outlined in Chancellor's Regulation A-660.
2. Non-Mandatory Officers of the Association may consist of but are not limited to the following: Vice President and Corresponding Secretary.
3. Co-officers are allowed for all positions as stated in #1 and #2. Co-officers must run together as a slate to serve together. Upon the 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.

B. Term and Term Limits

1. Officers are elected to serve a one-year term, beginning July 1st, and ending June 30th of the following year. The term of office shall be no more than 12 months.
2. Term limits³ for each officer position of the Association shall be four consecutive one year terms. A candidate who has served the maximum number of terms for the same position may only be elected to serve an additional term if no other interested candidate is nominated and willing to serve.

C. Duties of Officers

1. **President:** The duties of the 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 School Leadership Team⁴.
 - 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,
 - l. is the only Authorized Representative on the PTA bank account.
 - m. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

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

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 office.

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

2. Recording Secretary: The duties of the recording secretary shall include but are not limited to the following:

- a. record minutes at all Association meetings.
- b. prepare notices, agendas, sign-in sheets, and materials for distribution.
- c. prepare and read the minutes at Association meetings.
- d. distribute copies of the minutes for review and approval by the general membership.
- e. maintain the custody of the Association's records on school premises.
- f. incorporate all amendments into the bylaws, and.
- g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office.
- h. may be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Association⁵;
- i. must get approval from the president prior to performing any task outside of the scope.
- j. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

3. Treasurer: The duties of the treasurer shall include but are not limited to the following:

- a. responsible for all financial affairs and funds of the Association.
- b. maintain an updated record of all income and expenditures on the PTA Budget and Balance worksheet.
- c. is one of the signatories on checks.
- d. adhere to and implement all financial procedures established by the Association.
- e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements, and other expenditures, and opening and closing balances for the reporting period).
- f. prepare the Association's interim and annual financial reports.
- g. make available all books and financial records for viewing by members upon request and for audit.
- h. must get approval from the president prior to performing any task outside of the scope.
- i. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

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

4. Non-Mandatory Officers⁶: The duties of the Vice President shall include but are not limited to the following:

- a. assist the President and shall assume the President duties in their absence or upon request.
- b. may be one of the signatories on all checks.
- c. must get approval from the president prior to performing any task outside of the scope.
- d. 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 July 1. Any timeline established by the Association to complete the nominations and election process must adhere to this timeframe. The principal must be notified of the date and time of the annual election by April 1.
2. Employees of QHSLs may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.

3. Nominating Committee

- a. A nominating committee must be established during the PTA 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 nominations from the floor at a general membership meeting prior to the close of nominations. Notices should be translated into languages spoken by parents in the school whenever possible.⁷ The nominating committee will also be responsible for conducting the election meeting.

⁶ Non-mandatory officers may include but are not limited to; Vice – President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert’s Rules of Order Newly Revised.

⁷ Translated templates, for all election materials, can be found in all 9 languages on the DOE [PA/PTA Resources Page](#).

The nominating committee's duties may include the following:

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

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

4. Notices

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

5. Contested Elections and the Use of Ballots⁸

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

⁸ Contested elections consist of two or more candidates for any office; voting must be by ballot.

6. Uncontested Elections

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

7. Officer Vacancies

Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

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

8. Expedited Election Process:

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

E. School Leadership Team Parent Member Elections

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

F. Disciplinary Action

1. Grounds for Removal from Office:

- a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
- b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.

- c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
- d. Any officer who exercises behavior unbecoming the office as determined by the general membership.
- e. Any officer who commits an act without the approval of the president or consensus of the board.
- f. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.

2. Officer Removal:

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

- a. The motion to remove an officer and the vote on removal must not occur during the same meeting.
- b. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
- c. 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.
- d. The meeting notice must include the vote on removal.
- e. 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.
- f. The removed officer may not run for any future PTA office position.

Article V – Executive Board

A. Composition

The executive board shall be composed of the elected officers of the Association as listed here: President, Recording Secretary, Treasurer, and other non-Mandatory Officers. Officers shall be expected to attend all executive board meetings.

⁹ 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.

B. Meetings

The executive board shall meet monthly from September through June, on the **third Monday** of every month at **5:00pm**, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Monday**. However, the executive board may change the day & time at the discretion of its members. Individuals who are not members of the PA/PTA may attend executive board meetings only with the approval from the executive board. Executive board may meet in-person at the school or virtually.

C. Voting

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

D. Quorum

Two members of the executive board shall constitute a quorum, allowing for official business to be transacted.

E. Education Council Selectors

The three mandatory officers of the Association shall be the selectors for the parent members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS), and the Citywide

F. June Transfer of Records

The Association must maintain the following records for a minimum of 6 years: bylaws and related amendments; meeting notices, agendas and minutes, records of officer elections other than ballots, and financial records. Outgoing executive board members must ensure that records, including user ids, passwords, and all parent contact information are transferred to the newly elected executive board members. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

G. Record-keeping and Bylaws Availability

The original, signed PA/PTA bylaws must be kept on school premises. A copy must be given to the principal, who must ensure that the current version is available in his/her office. The PA/PTA executive board must ensure that a copy of the bylaws is made available at every meeting, and to members upon reasonable request.

H. Consultation with the Principal

The principal must meet at least quarterly with the PA/PTA executive board. This requirement may be satisfied by having the principal attend all or part of the regularly executive board meetings. Topics for discussion may include:

- a. Setting school and PA/PTA goals.
- b. Planning for upcoming PA/PTA fundraisers.
- c. Review of PA/PTA Interim and Annual Financial Reports.
- d. Building issues, including matters affecting student health and welfare.
- e. In buildings with more than one school, the executive boards of all the PA/PTAs in the building may choose to hold joint meetings to consult with all the principals on building issues.

Article VI – General Membership Meetings

A. General Membership Meetings

1. General membership meetings of the Association shall be held monthly for at least nine meetings from September through June, on the **third Wednesday** of the month at **6:00pm**, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, as determined by the executive board. Notice must be sent at least **10** calendar days prior to the scheduled meeting.
 - a. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Written notice may be email, text messaging, backpack, postal mail, automated call. Multiple means of communication may be necessary to ensure that all parents are notified.
 - b. The principal and parent coordinator must distribute all notices promptly to allow the PA/PTA to comply with notice deadlines.
 - c. All general membership meetings are to be held at the Association's home school or virtually.
 - d. Committee meetings may be held at locations convenient to the members or be held virtually.
 - e. All eligible members may attend and participate in general membership meetings.
 - f. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.
 - g. Meeting may be broadcast via web or telephone conference. PA/PTA bylaws may provide for members participating from remote locations.

B. Conducting Meeting

The PA/PTA president or designee officer should chair all general membership and executive board meetings. Under no circumstance may the principal or parent coordinator chair the PTA meeting.

C. Order of Business

The order of business at meetings of the Association, unless changed by the executive board, shall be:

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

D. Quorum

A quorum of at least 8 Association members, including a minimum of 2 executive board members and 6 parent members, shall be required to conduct official Association business.¹⁰

E. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any Association meeting must be made available to any member upon request. Meeting minutes must have the PTA school header that includes the school association name, address, and phone number.

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

F. Special Membership Meetings

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

G. Posting PTA materials

Materials for posting or distribution may include printed literature such as special editions, bulletins, flyers, notices, posters, surveys, and buttons. All materials posted in the school or on the school's website, emailed, or distributed to students and parents, must be suitable and appropriate.

- a. The PTA can post material in the school at places designated by the principal as well as on the school's website. For materials posted in the school, the designated place must be visible to parents when entering the building.
- b. PA/PTAs can post meeting notices on the school's website and may submit a request to the principal to post additional information on the website, such as bylaws, flyers, and bulletins.
- c. All PTA materials to be posted or distributed must be reviewed by the principal for suitability and appropriateness. The principal will make a decision within 1-2 days of receiving the material to be posted or distributed.

Article VII – Committees

A. Standing Committees

1. **Membership:** The responsibilities of the membership committee shall include but are not limited to:
 - a. encourage parent participation through recruitment and outreach.
 - b. plan various activities and events for member participation.
 - c. coordinate outreach efforts with the Parent Coordinator when possible.
 - d. maintain the current list of the Association's membership.

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

3. **Audit:** the responsibilities of the audit committee shall include but not are limited to:
 - a. Conduct an internal audit of all financial affairs of the organization when needed or as determined by these bylaws.
 - b. Review as needed all financial records.
 - c. Prepare written reports of its findings.

4. **Ad Hoc:** to accomplish a specific task or address a specific issue the executive board may recommend the formation of a committee that will cease to function once the task or issue has been addressed. The creation and dissolution of the committee must be recorded in the minutes of the Association.

Article VIII – Financial Affairs

A. Fiscal Year

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

B. Signatories

1. The PTA may have 3 officers to be eligible signatories. The president, treasurer, and vice president shall be authorized to sign checks. All checks require 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 should not sign a check if she/he has any direct or indirect interest in the expenditure. However, there may be circumstances where the eligible signatory Association member may sign the check for reimbursement if no other member could pay for the out-of-pocket expenses.

2. Payees – No checks may be written payable to “petty cash” or “cash”. Signatories may not approve such checks.

C. Financial Account

1. Only the President or co-president may be the Authorizing Representative of the PTA bank account. No other officers, including the vice president, treasurer, recording secretary, may be the Authorizing Representative of the PTA bank account.
2. No electronic bank transfer for any digital payment account, such as Venmo, Zelle, Paypal, etc. are allowed to link to the PTA bank account without the responsibility, accountability, and safeguard processes are defined and clearly written in the PTA bylaws.
3. No personal email and phone number may be used for PTA bank account and digital payments. Must use the school PTA email: pta@qhsls.org and school phone number for PTA bank account. Must use the DOE issued PTA email: 25Q241PA@schools.nyc.gov and school phone number for digital payment account.
4. The online PTA bank account must use the PTA organization name as user id to access the online account. The PTA bank account must not be linked to any personal bank account.
5. Only the president and treasurer may have access and view the online PTA bank account.
6. Password to the online PTA bank account must be changed every year with the new PTA board. Only the president may change the password.
7. Violation on any of the above's may result in removal from office.

C. Budget

1. Budget Process

The executive board shall be responsible for the development and/or review of the budget process, which includes:

- a. The outgoing executive board must review the current budget, annual financial status, accounting, expenditures, and outstanding bills, and prepare a proposed budget for the next school year.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- d. The executive board must present the budget process for membership approval no later than the October meeting.
- e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members and at least 1 member must be the President or the Treasurer. 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 member within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal or designee when Association funds are secured in the school.
- h. Under no circumstances may fundraiser proceeds, cash/check donations, or membership dues be brought home or stored in a member's place of work or residence. Association funds must be taken to the bank for deposit immediately after it has been taken out of the school premise by an authorized member. The authorized members are the president and treasurer. Violation of this may result in removal from office.**
- i. Documentation related to every transaction must be maintained at the school (e.g., canceled checks, deposit receipts, purchase orders, expenditure receipts, reimbursement form, Association minutes related to the financial transactions, etc.)

2. Budget Amendment

The budget may be amended by vote of the general membership at any membership meeting.

3. Expenditures

All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

4. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed \$500 with a majority approval of the executive board. Emergency expenditures are appropriate for the following purposes: services and products that facilitate the needs of the school and students. 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.

5. Out-of-Pocket Expenditures

A PTA member may be reimbursed for out-of-pocket expenses if she/he submits receipts. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure. Reimbursement must be made by check payable to the member. The president and treasurer must fill out the PTA Reimbursement form and attach the receipt to the form.

6. Fundraiser Planning

- a. Fundraising Activities Involving Students During Instructional Hours -PA/PTA fundraising activities involving students during instructional hours are restricted to 2 per year. There are no restrictions on the number of fundraising activities during non-instructional hours. Non-instructional hours are defined as time during the school day when students are not engaged in the instructional process (e.g., lunch time). Distribution of information (e.g., bulletins, newsletters, notices, order forms or envelopes) related to PA/PTA fundraising activities during instructional hours does not constitute a violation of this provision of the regulation.
- b. Principal Approval -The principal's written consent is only required when the fundraising activity is held during school hours or on school property. (See Chancellor's Regulation A-610).
- c. Fundraisers must be tied to the goals of the organization, including parent education, workshops, and school, district, or borough initiatives. Proceeds from fundraisers must be used to supplement or complement the educational, social, and cultural programs of schools, districts, or boroughs.
- d. Only the PTA board members are allowed to handle (collecting and giving back change) the money at the fundraiser. No other parents, students, volunteers, or school staff are allowed to handle the money during the fundraiser.

D. 501(c)(3) Status

PTA wishing to incorporate as 501(c)(3) organizations must retain their own counsel and must continue to function in full compliance with all relevant laws, policies, rules, regulations, bylaws, and other requirements. PTA that has incorporated as 501(c)(3) organizations must seek advice from their own counsel concerning additional applicable requirements related to financial matters, record retention and other legal issues.

E. Audit

1. Audit Committee

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

2. External Audit of PTA

The Chancellor or the Chancellor's designee may conduct an audit when serious allegations of financial impropriety are raised, or a grievance or complaint is filed relating to the financial practices of the PTA. The Chancellor and/or the Chancellor's designee shall have access to all PTA financial records.

3. Financial Discrepancies or Wrongdoing

Complaints or allegations of financial wrongdoing must be reported to the police, Special Commissioner of Investigation (SCI), and Family and Community Engagement (FACE). FACE may recommend specific action and suspend fundraising activities of PTAs where members are found responsible for financial discrepancies, financial wrongdoing, inappropriate financial practices, recklessness, or failure to safeguard PTA funds. PTA members engaging in such conduct may be removed from PTA office and prohibited from subsequently serving on any PA/PTA or Presidents' Council executive board, school or district leadership team, school, or district Title I Parent Advisory Council, CEC, CCSE, CCHS, CCELL, or D75 Council. Decisions to remove officers and restrict future service will be determined on a case-by-case basis by the Chancellor or the Chancellor's designee.

F. Financial Accounting

1. Financial Report

The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by June 30th (including all income, expenditures, and other transactions) and submit to the principal. The PTA is responsible for presenting the Interim and Annual PA/PTA Financial Report to the general membership for review.

3. Record Keeping

- a. 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.
- b. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students.
- c. The treasurer or the president shall transport all funds to the bank.
- d. Deposit slips shall identify the source of all deposited funds.
- e. All parties involved in financial transactions shall initial the deposit slips.
- f. All financial records of the Association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

4. ATM Cards and Withdrawal Slips

The PTA may not possess or use automated teller machine (ATM) cards, debit cards, or withdrawal slips. ATM cards, debit cards, and withdrawal slips obtained in connection with the opening of a PTA bank account must be immediately destroyed. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

Article IX - Amendments and Regular Review of Bylaws

A thorough review of these bylaws shall be conducted every 3 years and re-adopted by a two-thirds vote of the memberships regardless of whether any amendments have been made.

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. 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 April 19, 2023.

Article X - Inquiries

Inquiries pertaining to this regulation should be addressed to:

Division of Family and Community Engagement

N.Y.C. Department of Education

52 Chambers Street - Room 108

New York, NY 10007

Telephone: 212-374-4118

Email: FACE@schools.nyc.gov

The Special Commissioner Investigation for the New York City School District

80 Maiden Lane, 20th Floor

New York, New York 10038

Intake Hotline: 212-510-1500

General Information: 212-510-1479

QHSLs PTA Bylaws

Signed by the PTA President

Print Name: _____

Signature: _____

Date (m/d/yyyy): _____

Signed by the Recording Secretary

Print Name: _____

Signature: _____

Date (m/d/yyyy): _____

Signed by the Treasurer

Print Name: _____

Signature: _____

Date (m/d/yyyy): _____

Reviewed by the Principal

Print Name: _____

Signature: _____

Date (m/d/yyyy): _____