

Approved at May 16, 2018 PTO Meeting

Amended and Restated Bylaws of the 282 Parent Teacher  
Organization, Inc.

Dated May 16, 2018

### **Article I - Name**

The name of the association shall be: 282 Parent Teacher Organization, Inc., also known as "282 PTO" or the "PTO."

### **Article II - Objectives**

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

### **Article III – Membership**

#### **Section 1. Eligibility**

All parents, legally appointed guardians, and persons in parental or custodial relation to students currently attending PS/MS 282 ("parents"), as well all teachers and non-supervisory staff members of the school ("teachers") are automatically members of the PTO; no membership form is necessary.

In the beginning of each school year, a welcome letter from the association shall inform parents and teachers of their automatic membership status and voting rights.

#### **Section 2. Donations**

Each family shall be requested to make a VOLUNTARY annual donation. Donations are NOT a requirement for membership, voting and/or running for office.

#### **Section 3. Voting Privileges**

Each parent/guardian of a child/children currently enrolled at PS/MS 282 shall be entitled to one vote. Each teacher currently employed at PS/MS 282 shall be entitled to one vote. Voting must be in person. Proxy voting or absentee balloting is prohibited.

## **Article I V - Officers**

### **Section 1. Officers**

1.1 Titles and Duties of Executive Board Officers: The officers mandated by the Chancellor's Regulations setting forth the governance structure of Parent-Teacher Associations (CR A-660) are the president, recording secretary, and treasurer. The PTO strives to have the following elected officers (with responsibilities as described below) as part of its executive board.

1.2 President: The president position may be filled by two people who share the responsibilities of the position. The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall provide leadership for its members. The president shall appoint chairpersons of PTO committees with the approval of the executive board. The president shall delegate responsibilities to other PTO members and shall encourage meaningful participation in all parent and school activities. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be a signatory on checks. The president shall attend all regular meetings of the region/district presidents' council and shall be a core member of the School Leadership Team. If a slate of co-presidents is elected, the executive board shall designate which one shall be the representative to the SLT at the first September executive board meeting. The president or his/her designee shall represent the PTO on regional/district committees. The president shall assist with the June transfer of PTO records to the incoming executive board.

1.3 Vice Presidents: There shall be three vice president positions which shall assist the president and shall assume the president's duties in the president's absence or at the president's request. They shall be as follows: vice president in charge of fundraising; vice president in charge of outreach; and vice president for the middle school. Each of the vice president positions may be filled by up to two people, who shall share the responsibilities of the position. The vice president for the middle school should be a middle school parent; however, if no such parent runs for office, then the position may be filled by an elementary school parent. The vice-presidents shall assist with the June transfer of PTO records to the incoming executive board.

1.4 Secretaries: There shall be two secretary positions, which shall be Recording Secretary and Communications Secretary. Each position may be filled by up to two people, who shall share the responsibilities of the position.

a. Recording Secretary: The recording secretary position shall keep accurate minutes of all meetings of the executive board and of the general membership, and shall present the minutes of the preceding general membership meeting for approval at the next

regularly scheduled general membership meeting. The recording secretary positions shall oversee regular review and amendment of the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the school principal's office. The recording secretary shall be responsible for all records, including logon credentials for online accounts. This position may be combined with that of the communications secretary, and recording and communications secretaries can also share responsibilities.

b. Communications Secretary: The communications secretary position shall attend to all the correspondence for the PTO, notices for all regular and special meetings of the PTO, and other such duties as required. This office may be combined with that of the recording secretary, and recording and communications secretaries can also share responsibilities.

1.5 Treasurers: The treasurer position may be filled by up to three people, who shall share the responsibilities of the position. The treasurer shall be responsible for all financial affairs and funds of the PTO. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be a signatory on checks. The treasurer shall adhere to and implement all financial procedures established by PTO. The treasurer shall be prepared to present and provide copies of financial reports at all PTO general membership meetings. The treasurer shall also prepare and provide the January 31st interim and June annual financial accounting reports to the general membership. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all PTO records to the incoming executive board.

1.6 Heads of Web Design and Development: These positions shall be filled by the heads of web design and web development, as set forth in Article 7, Section 2.10 herein.

1.7 Community Education Counsel (CEC) Selection: In accordance with Chancellor's Regulation D-140, the president, secretary and treasurer shall select the parent members of the CEC. In the event a president, secretary or treasurer is a parent nominee for the CEC, the remaining executive board members will determine who will be the CEC selectors.

## Section 2. Term of Office

The term of office shall be one year, from July 1st through June 30<sup>th</sup> of the following year. Officers shall be elected in April or May for a one-year term beginning July 1st. Eligibility for office is limited to parents, legal guardians or persons in parental relation to students currently attending PS/MS 282 who are not employed at PS/MS 282.

## Section 3. Election of Officers

3.1 Yearly Election: The yearly election of mandatory officers of the association must be held in between April 1 and the last day of the school year. The school principal must be notified in writing of the date of the election at least two weeks prior to the election but no later than April 1. Mandatory positions are president, secretary and treasurer. Other offices (e.g.

vice-presidents) can be filled at this time or in a special election in the fall, as candidates become available. If the positions of president, secretary, and treasurer are co-officers, candidates must run as a slate of two or three, as appropriate, co-candidates, except at expedited elections; vice-presidents must run as individuals for specific vice-president offices.

3.2 Nominating Committee: A nominating committee of three (3) to five (5) members may be formed to ensure that annual elections are held in an inclusive manner and provide opportunity for full and fair participation of all PTO members. The nominating committee must be established during the March general membership meeting or earlier. 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, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at PS/MS 282 shall be eligible to serve on the nominating committee. Members of the nominating committee are **not** eligible to run for office.

3.3 Solicitation Process: The nominating committee shall solicit candidates from the membership in writing. Notices should be translated into languages spoken by parents in the school whenever possible. The nominating committee will also be responsible for conducting the election meeting. The nominating committee's duties include the following:

- Canvassing the membership for eligible candidates;
- Preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660;
- Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- Verifying the eligibility of all interested candidates prior to the election;
- Ensuring that an opportunity for nominations, including self-nominations, be taken from the floor;
- Scheduling the election at a time that ensures maximum participation;
- Ensuring that only eligible members receive a ballot for voting;
- Ensuring that the election is certified by the school principal or his/her designee immediately following the election; and
- Announcing the results of the election immediately after the school principal or his/her designee has certified them.

3.4 Candidate Statements: During the general membership election meeting, which shall be held between April 1 and the last day of the school year, candidates will have an opportunity to address the membership prior to voting. If a candidate is not able to be present, another

member may read the candidate's statement. Candidates need not be present to be elected (but are encouraged to attend). The nominating committee may distribute candidate statements prior to the elections, but after nominations have been closed, and may host candidate forums. All candidates must be given an equal opportunity to participate. Other than candidate statements distributed by the nominating committee, no materials in support of a candidate or slate of candidates may be distributed or posted on school premises or on the school's or PTO's website by any candidate, supporter, PTO executive board or PTO committee.

3.5 Notices: The meeting notice and agenda for the general membership election meeting that shall be held in between April 1 and the last day of the school year of each year shall be distributed in accordance with CR A-660's notice requirements. A written notice of election meeting must be sent to all parents at least ten calendar days prior to any PTA election other than an expedited election. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in the school wherever 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 were nominated.

3.6 Contested Elections and the Use of Ballots:

- Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should be translated into languages spoken by parents in the school.
- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- Ballots must not be removed from the school. The PTO 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.

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

Section 4. Resignations

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 a secretary, he/she must transfer records to the president.

## Section 5. Automatic Succession

All officer vacancies may be voluntarily filled by succession of the remaining co-officer (if one is in office), and then by the next highest ranking officer until an expedited election can be conducted. For example, a vacancy in the position of president may be temporarily filled by the co-president alone or, if the co-president declines, by the next highest ranking officer. The ranking of officers for temporary succession purposes shall be: co-officer; president; secretary; treasurer. Officers will be offered the opportunity to fill positions by temporary succession in this order; officers may decline to accept positions by temporary succession. If a co-officer resigns, an expedited election must be held to fill the co-officer position.

## Section 6. Expedited Election Process

Expedited elections may be held to fill any vacancy. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election to the membership. The executive board must notify the membership in writing of any vacancy within five (5) calendar days and specify whether the vacancy will be filled (temporarily) by succession or expedited election. The expedited election shall be held at the next regularly scheduled general membership meeting, if possible, otherwise at the next following regularly scheduled general membership meeting. The expedited election shall be conducted by members of the executive board. All nominations shall be taken from the floor during the election meeting. If an election is contested, written ballots must be used.

## Section 7. Disciplinary Action

Any officer who fails to attend three (3) consecutive executive board meetings shall be removed from office by recommendation of the executive board or motion from a member and two-thirds vote of the members present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his or her reason for not attending these meetings for the executive board's consideration.

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 motion is presented by any PTO member during any meeting of the PTO assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- 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).

## **Article V - Executive Board**

### **Section 1. Composition**

The executive board shall be composed of the elected officers of the association, although upon majority vote of the executive board at the first executive board meeting of the school year, the executive board may also include the chairs of PTO organizational support committees. CR A-660 mandates that school employees may not serve as members of the executive board or nominating/election committee of the PA/PTA in the school in which they are employed.

### **Section 2. Executive Board Meetings**

2.1 Schedule of Meetings: Regularly scheduled meetings of the executive board shall be held monthly, September through June, on the first Wednesday of each month at 6pm unless otherwise deemed necessary for the executive board to change. Officers shall be expected to attend all executive board meetings and shall be subject to removal under Article IV, Section 7 unless a good and valid reason is rendered in writing.

2.2 Use of Email: While members of the executive board can use email to alert each other to issues which arise between their monthly scheduled meetings, decisions should be made whenever possible in-person at regularly scheduled meetings.

2.3 Emergency Meetings: Emergency executive board meetings may be called when necessary by any member of the executive board. Email notice must be provided to executive board members at least one day before the emergency executive board meeting is held.

### **Section 3. Voting**

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

### **Section 4. Quorum**

A quorum of the executive board shall constitute 50% of the executive board. For the purposes of counting, each person elected to office (whether as a solo officer or a slate of two co-officers) shall be considered an individual elected member of the board. A quorum is needed for official business to be transacted.

**Section 5. Non-Executive Board Member Attendance and Participation**

Members of the PTO may attend executive board meetings and may only speak or otherwise participate if acknowledged by the presiding officer. The school principal has a standing invitation to attend executive board meetings.

**Section 6. June Transfer of Records**

The outgoing PTO executive board shall arrange for the orderly transfer of records and information of the PTO, which shall include an overview of all PTO transactions for the school year, to the incoming executive board. At least two meetings will be scheduled during the months of May/June for this purpose. Any member of the executive board may request the assistance of the presidents' council or high school federation during this process.

**Article VI - Meetings**

**Section 1. General Membership Meetings**

1.1 Schedule of Meetings: The general membership meetings of the PTO shall be held on the second Wednesday of each month from September through June unless such day falls on a legal or religious holiday or unless school is closed. In such instances, the meeting shall be held on the following Wednesday or previous Wednesday as determined by the executive board. 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 date of distribution shall appear on all notices. All general membership meetings must be held at the school.

1.2 Timing of Meetings: All PTO general membership meetings shall begin at 6pm, except the PTO executive committee may choose to schedule up to three general membership meetings as morning meetings each year. Morning meetings shall follow drop off.

1.3 Participation in Meetings: All eligible members may attend and participate during membership meetings and may speak to agenda items subject to restriction in these bylaws.

1.4 Participation by Observers and Attendance: Observers may speak and otherwise participate, if acknowledged by the meeting chair. All attendees are required to sign in on provided attendance sheets prior to entering the meeting location.

**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

- Approval of Minutes
- President's Report
- Treasurer's Report
- Principal's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business
- Adjournment

### Section 3. Quorum

A quorum of eight (8) (6 general members and 2 executive board members) of the association shall be required in order to conduct official business.

### Section 4. Minutes

Minutes of the previous general or special membership meeting shall be available in written form for members' review and 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 Scheduling of Special Membership Meetings: A special membership meeting may be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of forty-eight (48) hours written notice to members stating precisely what the topic of the meeting will be.

5.2 Special Meetings Upon Request of Membership: In addition, upon receipt of a written request from five (5) PTO members, the president must call a special membership meeting within five (5) working days of the request and with forty-eight (48) hours written notice to members.

### 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. Rules Governing Committees**

- 1.1 Schedule: Regularly scheduled committee meetings shall be held monthly, September through June, on the first Wednesday of each month at 5:30 pm unless scheduled otherwise.
- 1.2 Minutes: Standing committee minutes must be submitted to secretary within fourteen (14) calendar days of the meeting.
- 1.3 Use of Email: While committee members can use email to alert each other to issues which arise between their monthly scheduled meetings, decisions should be made whenever possible at in- person meetings.
- 1.4 Emergency Meetings: Emergency committee meetings may be called when necessary by committee chairs. Email notice must be provided to committee members at least one day before the emergency meeting is held.

### **Section 2. Organizational Support and Student Activity Committees**

- 2.1 Organizational Support: A strong PTO will often have "organizational support" and "student activity" committees. Organizational support committees are ones that support the PTO organization, such as a membership committee or a fundraising committee. Student activity committees are committees that are organized around activities for students, such as the Royal Panther Chess Team or the Green Zone Gardening Committee.
- 2.2 Designation of Committees: Organizational support and student activity committees shall be designated as such by the PTO executive board.
- 2.3 Designation of Committee Chairs: The executive board shall designate the chairs or co-chairs of organizational support committees, while the student activity committees shall designate their own chair or co-chairs. Committee chairs shall serve as a liaison between their committees and the executive board for all fundraising activities, finances and events.
- 2.4 Budget and Funding Proposals: All committees must submit a budget and funding proposal for the next academic year by the May general membership meeting. Newly formed committees must submit their budgets and funding proposals by the October general membership meeting.
- 2.5 Budget Amendments: If a committee needs to make an amendment to their approved committee budget, they should submit it in writing to the PTO executive board at the PTO

executive board meeting on the first Wednesday of the month.

2.6 Committee Expenditures: All expenditures by a standing or special committee to be reimbursed out of general funds of the PTO must be pre-approved by the executive board and, if in excess of \$500, by the general membership. All reimbursement requests, refunds or financial issues should be submitted using PTO expenditure/reimbursement forms. The chair or co-chairs of the standing or special committee should present the request, refund or issue to the executive board at a regularly scheduled executive board meeting.

2.7 Membership Committee: A membership committee may be formed every year. It shall be responsible for encouraging parent participation, outreach and recruitment. The chair of the membership committee shall make every effort to coordinate the committee's outreach efforts and strategies with the school's parent coordinator and class parents. The chair of the membership committee is required to attend executive board meetings every month.

2.8 Fundraising Committee: A fundraising committee may be formed every year. It shall be responsible for organizing and coordinating the PTO's fundraising efforts. The chair of the fundraising committee shall make every effort to coordinate the committee's work with other PTO committees and the executive board. The chair of the fundraising committee is required to attend all executive board meetings every month.

2.8 Budget Committee: A budget committee must be formed every year. It shall be responsible for the items listed in Article VIII, Section 3.1.

2.9 Audit Committee: An audit committee must be formed every year. It shall be responsible for the items listed in Article VIII, Section 4.

2.10 Website Committee: A website committee may be formed each year with a head of web design and a head of web development. The website committee shall be responsible for maintaining the PTO's external website.

## **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**

President(s) and treasurer(s) are authorized to sign checks, however, a treasurer's signature must be on every check. Each check must be signed by at least two people who are not related by blood or marriage. A PTO member may not sign a check if she/he has any direct or indirect interest in the expenditure.

### Section 3. Budget

3.1. Budget Committee: The budget committee shall consist of three (3) to five (5) persons and be chaired by the treasurer. The committee shall be responsible for drafting: (1) a proposed budget each spring for approval by the membership, (2) a written review of the prior year's budget, both of which must be presented for vote at the May general membership meeting, and (3) presenting the budget process.

3.2. Executive Board's Role: The executive board shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive board must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the May general membership meeting.
- The incoming executive board must review the proposed budget in September for presentation and discussion during the September general membership meeting. Budget amendments may be proposed at this time.
- The executive board must present the budget process for membership approval no later than the October meeting.

3.3. Handling of Funds: The counting and handling of any cash, checks, or money orders received requires at least two non-related PTO members to participate. Received monies shall be counted on the day of receipt, recorded and be signed by the authorized PTO members. All monies must be counted in school.

3.4. Documentation: Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PTO minutes related to the expenditure, etc.

3.5. Budget Amendments: The budget may be amended by a majority vote of the general membership then in attendance at any general membership meeting.

3.6. Membership Approval of Expenditures Required: Any expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership; however, a vote on any proposal for an expenditure that is made at a general membership meeting which has not previously been discussed and approved by the executive board shall be tabled until the next meeting, in order to provide the general membership and the executive board with the opportunity to research and reflect before voting.

3.7. Operational Expenditures: Operational expenditures of the executive board for incidentals related to the running of the PTO shall not exceed the amount of \$250 per month. These expenditures shall be reported to the general membership at the next general membership meeting, in writing, by the treasurer.

3.8. Emergency Expenditures: The executive board is authorized to make emergency expenditures which should not exceed \$3000 per expenditure with a two-thirds approval by the executive board by telephone, email or in person. Emergency expenditures are appropriate where an unexpected and unbudgeted cost is incurred and payment must be made prior to the next general membership meeting. These expenditures must be reported to the general membership in the Treasurer's Report at the next regularly scheduled general membership meeting.

#### Section 4. Audit

4.1 Internal Audit: The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the association be conducted based upon their initial findings. They shall prepare a written report or provide copies of the external report to be presented to the membership at the May general membership meeting or upon completion of their review and investigation, as applicable. This report shall be included for review and discussion during the June transfer of records. The president shall request volunteers to form an audit committee of three (3) to five (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.

4.2 Responsibilities of the Audit Committee: The audit committee shall conduct an audit of all financial affairs of the PTO with the help of the treasurer who shall make all books and records available to them.

4.3 Additional Duties: 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.

#### Section 5. Financial Accounting

5.1 Financial Accounting Report: The treasurer shall prepare and provide copies of the Interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June general membership meeting, including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports shall be provided to the school principal.

5.2 Treasurer Responsibilities: The treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and CR A-660. The treasurer, secretary, at least one other PTO officer, and additional persons as needed shall be designated and approved by the PTO executive board to collect, count, tally and record all orders and payments. In accordance with CR A-610, the PTO must obtain written approval from the school principal before collecting monies from students. The treasurer or a PTO officer shall transport all funds to a 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 shall make all authorized disbursements and shall, within the next banking day thereof, deposit all monies of the association in a responsible banking institution selected by the association. All physical records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts, treasurer reports, etc., shall be maintained and secured on school premises. A hard copy of any electronic records shall be made available within three (3) working days of a request. All collected monies for next day bank deposit must be secured on school premises.

### **Article X -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 regularly scheduled general membership meeting, and appeared in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A review of these bylaws shall be conducted every three (3) years. After review, these bylaws must be readopted by a vote of the membership regardless of whether any amendments have been made. These bylaws shall not contain language which does not conform to CR A-660 and Department of Education guidelines. If there is a conflict between these bylaws and CR A-660, CR A-660 shall govern.