



TABLE OF CONTENTS

1. Regularly Scheduled Meetings
2. Parent Membership
3. Teachers' Membership in the PTA
4. Voting
5. Conflicts of Interest
6. Yearly Election of Officers
7. Nominations of Officers
8. Offices
 - a) The President
 - b) The Vice-President
 - c) The Recording Secretary
 - d) The Corresponding Secretary
 - e) The Treasurer
 - f) The Assistant Treasurer
9. Vacancies
10. Term of Office and Term Limits
11. Nominating Committee
12. Nominations
13. Executive Board and PTA Committees
 - a) Composition
 - b) Powers and Duties
 - c) Meetings
 - d) Quorum
 - e) Qualifications of Officers
 - f) Employees Ineligible
14. Removal of Officer or Executive Board members
15. Budget
 - a) Timetable for Adoption
 - b) Authorization for Making Emergency Expenditures
 - c) Process for Counting, Securing, and Depositing All Monies Received
16. Fiscal Year
17. Audit
18. Maintenance of the Bylaws
 - a) Regular Review of Bylaws

- b) Amendment of Bylaws
 - c) Availability to Review Bylaws
 - d) Filing of Bylaws
 - e) Actions taken in violation of bylaws or absent bylaws
19. Membership – Eligibility and Participation
 20. Categories for PTA Membership
 21. Determination of a Person in a Parental Relation
 22. Payment of Dues
 23. Staff participation
 24. Conflicts of Interest
 25. Election of Officers and Executive Board Members
 26. Nominating Committee
 27. Ballots
 28. Certifying Elections
 29. Designated Offices Left Open
 30. Problems with PTA Elections
 31. Expedited Elections
 32. Questioning the Validity of an Election
 33. Alternative Methods for Identifying CDEC, CCSE, or CCHS Parent Selectors
 34. PTA Rights
 35. Responsibilities of the PTA
 - a) Membership
 - b) Information
 - c) Representation
 - d) Governance
 - e) Leadership
 - f) Goals and Objectives
 - g) Expenditures
 - h) Activities
 - i) Compliance
 - j) Records
 - k) Transfer of Records
 36. Participation in Planning and Decision Making
 37. Distribution of Literature
 38. Use of School Facilities
 39. Admission Fees and Sponsorship
 40. Parent Association Fund Raising
 41. PTA Financial Affairs
 42. Expenditure of Funds
 42. Record Keeping

NAME: The name of the Organization shall be The Parents and Teachers Association of Public School 8, hereinafter referred to as PTA.

The Objectives of the Organization shall be:

These bylaws are in accordance with Regulation A-660 of the Chancellor of the New York City Department of Education. Should there be any discrepancy between any section of this document and Regulation A-660, it shall be deemed that the section of Regulation A-660 shall be adopted into this document. Further, all amendments and changes to A-660 shall be deemed adopted herein.

1. Regularly Scheduled Meetings

- a) A minimum of four (4) General Membership Meetings shall be held annually, with at least one (1) meeting to be scheduled and held within sixty (60) days of the beginning of the school year. Members shall receive a minimum of ten (10) days written notice of the date of each General Membership meeting of the PTA.
- b) All decisions affecting the PTA calendar, including the scheduling of events, must be proposed to the Executive Board, either in writing or in person at an Executive Board Meeting before being presented to the general membership for final approval.
- c) Attendance of fifteen members of the PTA at a meeting shall constitute a quorum.
- d) Special meetings may be called to address emergency and unanticipated situations for which immediate action is required. A Special Meeting may be called at the request of the Executive Committee or by request of fifteen members of the PTA. Members shall receive a minimum of ten (10) days written notice of any Special Meeting.
- e) All meetings shall be held in the school auditorium, unless otherwise advised by the Executive Committee.
- f) All meetings, including executive board and subcommittee meetings are open to the full membership of the PTA, however, the executive board, if necessary, is able to call an executive session during an executive board meeting.
- g) Parent coordinators who do not have children in the school in which they are employed may only act as an observer at PTA meetings unless they are invited by the PTA to participate.
- h) Non-members of the PTA may speak at a general membership meeting upon prior approval by the Executive Committee. Any non-member who wishes to speak at any meeting must contact the Executive Board no less than thirty (30) days prior to the date of the meeting. The non-member(s) must submit their request in writing, providing their name(s), contact telephone number(s), address(es) and their topic(s). The Executive Board shall either grant or deny the request(s) at least five (7) days prior to the general membership meeting.
- i) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.
- j) Minutes must be taken of all meetings and copies made available to all PTA members.

2. Parent Membership

Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, persons in parental relation to children, including a child who is attending a non-citywide school full time while on the register of citywide programs are

automatically members of the PTA in the school(s) in which their child(ren) attend.

3. Teachers' Membership in the PTA

Membership in the PTA has been extended to the teachers. The membership of the teachers in the PTA may be rescinded upon a majority vote of the of the parent members PTA. Principals, assistant principals and supervisors are not and may not be members of the PTA.

4. Voting

Parent and/or staff members have the right to vote subject to the limitations noted in this Regulation. Each parent and/or staff member of the PTA/PTA shall have a vote. Voting by proxy or absentee ballot is prohibited. PTA members who are employed in the school may not vote or otherwise participate in: a) personnel matters, including tenure recommendations and screening committees for selections of supervisors and administrators; b) selection of or service as parent representatives to committees or the school leadership team.

5. Conflicts of Interest

- i) A PTA member or officer who has any direct or indirect interest in a business dealing with the school, the community district or the Community District Education Council, citywide council on special education, citywide council on high schools or the Dept. of Education, including a contract or personnel appointment, must refrain from participation in any decision relating to that matter. Such interest, whether direct or indirect, must be disclosed to the membership, and placed in the minutes of the meeting at which the disclosure was made.
- ii) A Community District Education Council member (or any other school employee or officer) who is also a PTA member and who is likely to hear the same subject on appeal, must refrain from voting or otherwise participating in the decision in which he or she will sit on the appeal panel. Any council member who has participated in the decision making below may not participate at the higher appellate level.
- iii) Decisions must be made by vote of only those members of the PTA who do not have a conflict of interest. In matters where a member or members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

6. Yearly Election of Officers

Officers must be elected in the spring. The election must be completed between the fourth Monday in May and the second Friday in June of each school year. The process of nomination and election must be set forth in bylaws. Any timeline established in the association's bylaws for completing the nominations and election process must adhere to the timeframe outlined above.

7. Nominations of Officers

Pursuant to the bylaws of the PTA of P.S. 8, nominations for officers shall be made by a Nominating Committee of three members, two elected by the organization and one appointed by the President with the consent of the Executive Board, no later than February 28. The President may not be a member of the Nominating Committee. The 4 Nominating Committee at the General Membership Meeting shall present a slate of officers to the membership. The Nominating Committee shall elect its own chairperson and is a temporary committee.

8. Offices

At a minimum, the PTAs shall elect a President, Secretary (the position of Recording Secretary is the mandatory Secretary position), and Treasurer. For the purposes of filling vacancies by succession, the ranking of officers shall be in the following order (President or Co-Presidents; Vice-President or Co-Vice-Presidents; Recording Secretary or Treasurer). The mandatory officers from each school in a community school district shall select the parent members of the Community District Education Councils (CDECs) as outlined in Chancellor's Regulation D-140, for the Citywide Council on Special Education as outlined in Chancellor's Regulation D-150, and for the Citywide Council on High Schools as outlined in Chancellor's Regulation D-160. In addition, the PTA may establish additional offices or executive board member positions in order to meet the needs of the association. There are no qualifications for any office in a PTA other than to be a parent of a child in the school. Mandatory offices may not be designated to be set aside for incoming parents.

a) The President

The President or one of the Co-Presidents shall preside at all meeting of the membership and is a member Ex-officio of all committees except the Nominating Committee. The President countersigns all checks. If the Presidency is filled by more than one person, only one of them can be authorized to countersign checks. In all other ways, the President or Co-President acts as the Executive Officer of the Organization.

b) The Vice-President

The Vice President shall act as assistant to the President or Co-Presidents and shall preside in his or her absence. If the Vice-President position is filled by more than one person, the Co-Vice Presidents will share the responsibilities of the position. A Vice President shall be empowered to sign checks in the absence of the Treasurer or President. If the Co-Presidency is filled by more than one person, only one of them can be authorized to countersign checks. At the request of the President or Co-Presidents, the Vice President may, when necessary, act as the Executive Officer of the organization.

c) The Recording Secretary

The Recording Secretary or Co-Recording Secretaries shall keep accurate minutes of all meetings of the Executive Board and of the membership. He/she shall keep an accurate list of the members of the Organization. At each meeting the Secretary shall present the minutes of the proceeding meeting. This office may be combined with that of the Corresponding Secretary, in which case the office shall be known as the Secretary and the duties in both Sections 3 and 4 shall be applicable. If the Recording Secretary position is filled by more than one person, the Co-Recording Secretaries will share the responsibilities of the position.

d) The Corresponding Secretary

The Corresponding Secretary shall attend to all the correspondence, notices for all regular and special meetings, and other such duties as required. This office may be combined with that of the Recording Secretary. If the Corresponding Secretary position is filled by more than one person, the Co-Corresponding Secretaries will share the responsibilities of the position.

e) The Treasurer

The Treasurer shall have custody of all monies of the Organization, shall keep an accurate record of receipts and expenditures, and shall together with the President or Co-Presidents sign all checks for the withdrawal of funds authorized by the

membership. The treasurer shall have the responsibility of collection dues or other monies, and delivering them to the bank, receiving a receipt at all times. The Treasurer shall keep an exact account of such collections. The Treasurer shall keep an accurate accounting of all incomes and expenses. The Treasurer shall work with the Auditing Committee, which is appointed by President or Co-Presidents, for an annual audit of the books of the Organization. The Treasurer shall give monthly financial reports to the membership.

f) The Assistant Treasurer

The Assistant Treasurer shall be the assistant to the Treasurer. If the Treasurer cannot be present at any event where dues or monies are collected, then the Assistant Treasurer shall have the responsibility of collection dues or other monies, and delivering them to the Treasurer or to the bank, receiving a receipt at all times. He/she shall keep an exact account of such collections and report them to the Treasurer, and along with the Treasurer, keep an accurate accounting of all incomes and expenses. The Assistant Treasurer may not sign checks.

9. Vacancies

a) Any vacancies, unless the position is filled by two people, must be filled by succession (i.e., vacancy in the position of President will be filled by the Vice-President or next highest ranking officer, please refer to Section J. Offices.) In the event that the mandatory offices can not be filled through succession, a special expedited election must be held to fill those vacancies. The elections must be run by the nominating committee or the persons selected by the PTA.

b) The General Membership must be notified, in a timely manner, of a vacant position of an officer or committee chair.

c) For a vacancy occurring in an office that is filled by two people, the position shall be filled as soon as possible. The process for filling this position will be as follows:

- the Executive Board will recommend a candidate to the General Membership
- the candidate will be voted in by the General Membership

d) A vacancy occurring in the chair of a standing committee shall be filled by a majority vote of the Executive Board.

10. Term of Office and Term Limits

Terms of office shall be from July 1 to June 30 of the following year. Pursuant to the bylaws of the PTA of P.S. 8, term limits for each officer position shall be limited to two consecutive one year terms. The officer may be elected to serve for a third provided no other interested candidate is nominated and willing to serve. The offices of president or co-president are the same office and the same term limits apply whether a person acts as either a president or a co-president or a combination of the two for the period allowed under the term limits.

11. Nominating Committee

The PTA may establish a nominating committee to conduct elections. No member of the nominating committee may seek an executive board office. A majority of the nominating committee must be selected by the general membership. Persons employed in the school may not serve on the nominating committee. In the alternative, the PTA bylaws must specify the steps that the PTA executive board must take to have a valid election when a nominating committee is not/can not be formed.

12. Nominations

Pursuant to Regulation A-660 and the bylaws of the PTA of P.S. 8, all members must have the opportunity to make nominations from the floor before the closing of nominations.

13. Executive Board and PTA Committees

a) Composition

- i. The Executive Board shall consist of the elected officers of the Organization and the Chairpersons or Co-Chairpersons of standing committees. Each of the following are voting members of the executive board: President, Vice President, Corresponding Secretary; Recording Secretary, Treasurer, and Assistant Treasurer. If the position is filled by more than one person each person is a voting member.
- ii. The standing committees for the school year will be recommended by the newly installed officers for adoption at either the September or October general meeting of the Organization, except in the case of the Chairperson or Co-Chairpersons for the Fundraising Committee, and the Communications Committees.
- iii. The Chairperson or Co-Chairpersons for the Fundraising Committee, and the Communications Committees will be elected by the respective committee members in May in order to maintain continuity in the committees' function and activities.
- iv. The Chairperson or Co-Chairpersons for all other committees will be elected by the respective committees at Volunteer Night when the committees are established for the school year.
- v. The General Membership will endorse the Chairpersons or Co-chairpersons selected by the members of each standing committee.

b) Powers and Duties

The Executive Board shall plan and direct the work necessary to carry out the programs and policies adopted by the General Membership. During the school year the Executive Board may add or delete such standing committees, as it may deem necessary and appoint or approve Chairpersons or Co-Chairpersons, subject to ratification by the General Membership at the next General Membership Meeting. Programs and policies may not be initiated without an official vote of the General Membership.

c) Meetings

Regular meetings of the Executive Board shall be held on a monthly basis. The President or Co-Presidents may call special meetings of the Executive Board, and shall call a special meeting upon the written request of five members of the Executive Board. The position of any member of the Executive Board who fails to attend three consecutive meetings without being excused by the Executive Board shall be declared vacant by the President or Co-Presidents. Executive Board members who chair or co-chair committees may designate another member of said committee to represent them in their absence at the Executive Board Meetings. The designated replacement may not; however, cast votes on issues other than those directly related to the work of said committee.

d) Quorum

A majority of the members of the Executive Board shall constitute a quorum at an Executive Board meeting.

e) Qualifications for Officers

There shall be no qualifications for any office in PTA. Members of the same family may not be prohibited from serving as officers. (See Section I.K.3. of A-660 for fiscal restrictions.) A member of the Community District Education Council (CDEC) is not

eligible to serve as an elected officer of any PTA. A parent of a child on the register of a citywide program who is attending full time a non-citywide program school may serve as an elected officer of either the Citywide Programs' PTA or the PTA of the host school his/her child attends.

f) Employees Ineligible

Persons employed in the school, including parent coordinators, may not serve on the nominating committee s officers, or as executive board members in the school's PTA or as a parent member on a school leadership team. (See Section I.I.1 of Regulation A-660– PTA Budget.)

14. Removal of Officer or Executive Board Members

Pursuant to the bylaws of the PTA of P.S. 8, upon a finding of misconduct, officers or executive board members will be removed from office. Upon a two-thirds vote of the executive committee, an officer or executive board member shall be suspended; upon a two-thirds vote of the PTA, an officer or executive board member shall be removed.

15. Budget

a) Timetable for Adoption

A budget for the fiscal year shall be submitted by the Executive Board to the membership for adoption at the first General Membership meeting of the year.

b) Authorization for Making Emergency Expenditures

A contingency fund for emergency expenditures shall be established in the budget for each fiscal year. In emergency situations, expenditures from this fund may be authorized by a majority vote, either by telephone, email or in person, of the Executive Board. Any expenditures from this account must be reported at the next general membership meeting of the PTA.

c) Process for Counting, Securing, and Depositing All Monies Received

The Treasurer shall have custody of all monies of the Organization, shall keep an accurate record of receipts and expenditures, and shall together with the President or Co-Presidents sign all checks for the withdrawal of funds authorized by the membership. The Treasurer shall keep an accurate accounting of all incomes and expenses. The treasurer shall have the responsibility of collection dues or other monies, and delivering them to the bank, receiving a receipt at all times. The Treasurer shall keep an exact account of such collections.

16. Fiscal Year

The fiscal year shall commence on July 1 and end on June 30.

17. Audit

Audits of the PTA of PS 8 funds will comply with local, state and federal regulations, and will be conducted when necessary by a Certified Public Accounting firm.

18. Maintenance of the Bylaws

a) Regular Review of Bylaws

The PTA bylaws must be reviewed by the membership at least once every three years.

b) Amendment of Bylaws

The bylaws may be amended at any general meeting of the PTA by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, or, in writing to the membership at least five (5)

business days prior to the meeting at which the amendment is to be presented for vote before the PTA.

c) Availability to Review Bylaws

The PTA must give the principal a copy of its bylaws and amendments and these shall be available in the principal's office. The PTA must make a copy of its bylaws and amendments available at every PTA meeting and to members upon reasonable request. Wherever possible, bylaws should be made available in the languages parents speak.

d) Filing of Bylaws

It is the principal's responsibility to ensure that the PTA's bylaws and amendments are on file and a copy forwarded to the appropriate community or regional superintendent.

e) Actions taken in violation of bylaws or absent bylaws are subject to challenge under the grievance procedures set forth herein and may be cancelled and/or declared void upon review.

19. Membership - Eligibility and Participation

All parents are automatically members of the PTA in the school or schools their children currently attend. The PTA must actively seek participation from all parents within the school, including parents of students in special education (including those children who are attending a non-citywide school full time while on the register of citywide programs), English Language Learners, Title I, gifted and talented, and magnet programs. Parent associations are also expected and required to comply with and adhere to all applicable laws, policies, rules and regulations in a way that respects the rights of all students, parents and staff.

20. Categories for PTA Membership

Categories for PTA membership include:

- a) parents, by birth or adoption; ii. step-parent(s); iii. legally appointed guardians, foster parent, or; iv. persons in "parental relation" to a child or children currently attending a school.
- b) No other persons are eligible for membership, except for staff as voted and approved by the PTA. There shall be no categories for honorary members, student members, former members, or former officers who are not otherwise qualified for membership.

21. Determination of a Person in Parental Relation

A person in parental relation 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, abandonment of a child, or living outside of the state. A person may only qualify as a person in parental relation if no other eligible person applies as parent or guardian. Any determinations about who constitutes a person in "parental relation" must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. This shall include consultation between the PTA Executive Board and the principal. A person who may provide temporary care (i.e., babysitting) for a child or children does not qualify as a person in parental relation under this regulation. In addition, eligibility for PTA membership under this category is not established by designation of an individual (notarized letter) by the child's parent or guardian. The denial of membership under this Section may be the subject of a grievance.

22. Payment of Dues

The payment of dues cannot be a condition for membership. Failure to pay dues shall not be grounds for denying or limiting a member's participation. No member shall be denied the right to vote or to run for office based upon failure to pay dues. PTAs may solicit dues subject to the rights established in this Section. PTA members and prospective PTA members who are solicited for dues must be informed of their rights under this Section.

23. Staff Participation

It is up to the parents in the PTA to decide whether their organization will be a parent association or a parent-teacher association. In any determination about extending PTA membership to staff, continuing staff membership, or restricting PTA membership to parents, only parents may vote. Any staff person who is a member of the association is eligible to vote, unless otherwise restricted by conflicts of interest. Principals, assistant principals, and supervisors may not be members of a PTA. Persons employed in the school, including parent coordinators, cannot serve on the nominating committee, as officers or as members of the executive board of the PTA. Department of Education employees are eligible to serve as parent members on a school leadership team except in the school where they are employed. These restrictions apply equally to employees who are parent members and are paid from a DOE funding source, i.e., tax levy, reimbursable, community-based organization contract, gift, grant, etc. However, when an individual's employment houses them in a school their child attends, but the individual's program is not funded by a Department of Education funding source (see above) and is not part of the regular school day program, then the individual is eligible to be a PTA officer in that school. School employees may serve as la liaison to a PTA's executive board. As a liaison, school employees may not infringe on the structure or function of the PTA. Parent Coordinators may be asked by the principal to serve as a liaison with a PTA to increase parent involvement in PTA activities.

24. Conflicts of Interest

- a) PTA members and officers should be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as PTA members or officers. A PTA member or officer who has any direct or indirect interest in a business dealing with the school, the community school district or the Community District Education Council, citywide council on special education, citywide council on high schools, or the Department of education, including a contract or personnel appointment, must refrain from participation in any decision relation to that matter. Such interest, whether direct or indirect, must be disclosed to the membership, and placed in the minutes of the meeting at which the disclosure was made.
- b) A Community District Education Council member (or any other school employee or officer) who is also a PTA member and who is likely to hear the same subject on appeal, must refrain from voting or otherwise participating in the decision in which he or she will sit on the appeal panel. Any council member who has participated in the decision making below may not participate at the higher appellate level.
- c) Decisions must be made by vote of only those members of the PTA who do not have a conflict of interest. In matters where a member or members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.
- d) PTA members who are employed in the school may not vote or otherwise participate in:
 - i. personnel matters, including tenure recommendations and screening committees for

selections of supervisors and administrators
ii. selection of or service as parent representatives to committees or the school leadership team.

25. Election of Officers and Executive Board Members

Annual elections must be held in the spring to ensure there will be a PTA in place during the summer and for school opening in the fall.

26. Nominating Committee

a) Nominations for officers shall be made by a Nominating Committee of three members, two elected by the PTA and one appointed by the President with the consent of the Executive Board. Nominations shall be made by the February meeting. The President may not be a member of the Nominating Committee. The Nominating Committee at the General Membership Meeting shall present a slate of officers to the membership. The Nominating Committee shall elect its own chairperson and is a temporary committee. If a Nominating Committee is/can not be formed by the end of February, the Executive Board must communicate to the PTA that the nominations and election process will proceed under the direction of at least two members of the association who are not running for office. These members will be selected to serve in this role by vote of the general membership of the PTA at the March general membership meeting. These members will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws. They may also seek assistance in conducting nominations and elections from the appropriate region/district president's council and/or the principal or his/her designee and/or the district or regional superintendent or his/her designee. Staff may not participate on the nominating committee.

b) The nominating committee is responsible for conducting the election process, canvassing the membership for all eligible candidates, determining candidate eligibility, sending notes, running nominating meetings, and the election. The nominating committee shall solicit recommendations for candidates for consideration. Parent coordinators may not verify candidate or voter eligibility. Written notices soliciting recommendations must be distributed to the entire membership.

c) The nominating committee must conduct a screening to determine candidate eligibility based on student registration or if the student is on a District 75 register, fulltime attendance in the school, and must report the eligible list to the PTA membership. All members, both parents and staff, where applicable, must have the opportunity to make nominations from the floor before the closing of nominations.

d) The nominating committee must send written notice to all PTA members informing them of the date and time of the election, and the names of all the nominated candidates. The principal must be notified of the date and time of election by May 1st each school year.

e) Candidates for Executive Board positions do not have to be present at the election so long as they have completed and filed a willingness to serve form with the Nominating Committee prior to the election.

27. Ballots

a) Written ballots are required for contested elections having more than one nominated candidate for any office or offices. Candidates must be listed on the ballots in alphabetical order by surname for all offices. Ballots must indicate if the candidates are running for president or co-president and co-presidents must be listed together and

must be voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents, as appropriate.

- b) Ballots must be counted immediately following the conclusion of voting and in the presence of assembled PTA members and observers, if any. Ballots must not be removed from the voting site until after the official tally has been completed and reported to the assembly.
- c) The PTA must retain ballots on school premises for six months following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later.
- d) The ballots must be kept by the chairperson of the nominating committee or an officer.
- e) Within ten calendar days of conducting an election the results of the election must be reported to Supervisor of the Office of Parent Support in the regional office.
- f) If there is only one candidate for each office, by motion and vote of the membership, the Recording Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the minutes.

28 Certifying Elections

The principal or his/her designee shall be responsible for certifying the election. Certification of the election requires that the principal or his/her designee verify that the nominations and election process was conducted in accordance with this regulation and the association's bylaws. The certification form shall be completed and signed by the principal or designee and forwarded to the Regional Office of Parent Support within ten calendar days of the completion of the election. The Parent Coordinator cannot be the principal's designee.

29. Designated Offices Left Open

Executive board positions other than President, Recording Secretary and Treasurer may be left open to accommodate parents of incoming students.

30. Problems with PTA Elections

- a. The PTA may seek assistance in conducting an election from the appropriate presidents' council or the regional parent office or the community or regional superintendent or his/her representative. The school's parent coordinator may be asked to assist with parent outreach. Requests can be made by officers after consultation with the executive board officers or the nominating committee.
- b. Technical assistance is also available from the Office of Parent Engagement.
- c. The PTA must notify the principal by May 1st of the scheduled time and date for election of officers. If the principal has not been notified of the scheduled date and time for election, the principal shall notify PTA officers in writing, with a copy to the community or regional superintendent and presidents' council, and request a date and time for election. If the PTA fails to respond or take action within seven days, the principal shall contact all parents and convene a meeting.
- d. In the event the PTA fails to hold an election in a timely manner and the process set forth in paragraph c. above, fails to result in an election being scheduled and held, the principal shall have the responsibility to ensure that an election is held, and may request assistance from the school's parent coordinator, the appropriate president's council, the regional parent office, the community superintendent or regional superintendent or their representative. In addition, at the beginning of each school year the principal must certify to the appropriate local instructional superintendent or

regional superintendent that there is a functioning PTA in the school in compliance with its bylaws, Department of Education policy and Chancellor's Regulations. The local instructional superintendent shall forward a copy of the status report to the Regional Superintendent. The PTA Status Report must be reviewed by the Regional Parent Support Team in order to determine the need for possible intervention or corrective action regarding a PTA or PAs in their respective regions. (See Regulation A-660 Attachments G.1 and G.2.)

31. Expedited Elections

If the PTA has ceased to function for failure to conduct a valid election or for failure to fill vacancies in the positions of President, Recording Secretary and Treasurer in accordance with the terms of the PTA's bylaws, the principal shall be responsible for convening parents for the purpose of activating the PTA by October 15th of the following school year. An expedited process shall be used with the following minimum requirements:

- i. The principal shall request in writing the assistance of the district or region presidents' council to conduct the meeting. If the presidents' council is unavailable or does not respond within five calendar days, the principal should contact the community or regional superintendent's office for assistance. The principal may also avail him/herself of the assistance of the school's parent coordinator only to assist with parent outreach. The principal is responsible for distributing written notice by backpack or mail to convene a meeting of the parents and/or general membership at which nominations of eligible candidates shall be requested and the election shall be conducted. This process does not preclude the principal from requesting that members of the Regional Parent Support Team be in attendance during the meeting to provide additional technical assistance and support.
- ii. There will be no nominating committee when the PTA has ceased to function. All nominations will be taken from the floor. When an election is contested, voting will be by ballot. When there is only one candidate for each office there still must be a vote of the membership either by show of hands or acclamation. The meeting shall be held upon notice at a time as provided for in the PTA bylaws but not on less than ten calendar days notice.

32. Questioning the Validity of an Election

Where questions arise concerning the validity of an election under bylaws or other legal requirements, an expedited grievance may be filed through the procedure set forth in Section IV.B.7 of Regulation A-660.

33. Alternative Methods for Identifying CDEC, CCSE or CCHS Parent Selectors

If P.S. 8 does not have a functioning PTA 60 calendar days before the date set for a vote to select the members of the CDEC, CCSE, or CCHS, the parent members of the SLT will serve as the selectors.

If there are more than three parent members of the SLT who want to serve, three interested parents will be selected by a random drawing, to serve as the selectors for that school. The Regional Parent Supervisor and a member of the District's Presidents' Council will conduct the drawing.

If there is no functioning SLT, or the SLT does not have three parent members to serve as the selectors for the school, the Regional Parent Supervisor and a member of the District's Presidents' Council will contact parents from a list until they find three parents willing to serve as the selectors for the CDEC. The list will be a computer generated list

of the families in the school in random order and the parents will be called in the order in which their names appear on the list.

The parents will be designated PTA officers for the purpose of CDEC, CCSE or CCHS elections.

Officers' Names, Home Addresses and Telephone Numbers: The PA must file a list of officers' names, home addresses and telephone numbers with the principal immediately following the election. The principal must send the list to the appropriate community or regional superintendent and the appropriate superintendent shall forward the lists to the Office of Parent Engagement by June 30th. The list shall be available in the principal's office, without home addresses and phone numbers. The PTA must distribute the list, without home addresses and phone numbers, at the beginning of the school year to all PTA members. The PTA must distribute the list, without home addresses and phone numbers, available at every PTA meeting and to PTA members upon reasonable request. Individual officers may consent in writing to make their home address and/or telephone numbers available through the principal or PTA, or both.

34. PTA Rights

- a) PTAs are responsible for their own actions and for the conduct of their affairs. A PTA is not to be run by the principal, parent coordinator or other school officials.
- b) Principals, CDECs, regional and community superintendents, and employees do not have the right to interfere with the internal affairs, to supervise the activities of an association, or to implement corrective action or other sanctions, except as required to enforce policy and regulations and to protect the rights of students, parents, and staff.
- c) Governance - The PTA is entitled to freedom from interference with their internal affairs or supervision of their activities, so long as they comply with the law, DOE policy and Regulation A-660.
- d) Policy – The PTA has the right to set their own policies, so long as they do not violate law, DOE policy, or Regulation, or interfere with the rights of others.
- d) Representation – The PTA has the right to choose their own representatives, subject to the requirements of Regulation A-660.
- e) Information- - The PTA has the right to full and factual information relating to student achievement and the operation of schools.
- f) Consultation- The PTA has the right to meaningful consultation with school officials as appropriate on a variety of matters affecting the school.
- g) Access – The PTA has the right to use school facilities for meetings and fund- raising activities and to distribute PTA literature through the schools, as provided herein.
- h) Mailings – The PTA may request assistance from principals to facilitate a mailing to parents, provided there is no cost or undue burden to school and staff.
- i) Grievance - Any parent may bring a grievance as provided in Section IV.B of Regulation A-660.
- j) Enforcement – The PTA and PTA members must be allowed to exercise their rights freely and without fear of penalty or reprisal. They have the right to be treated fairly by association and school officials and to file a grievance for enforcement of their rights.

35. Responsibilities of the PTA

The PTA is responsible for:

a. Membership

The PTA must actively involve all parents within the school and encourage parent attendance at PTA meetings and other PTA activities on an ongoing basis. Parents of

children in programs such as special education, including children attending a non-citywide school full time while on the register of citywide programs, English Language Learners, gifted and talented and Title I programs must be encouraged to fully participate in the PTA and given the opportunity to discuss matters of common interest to them and to the larger group. The PTA must consider the particular needs of parents who are disabled or non-English proficient. The PTA should conduct surveys of all parents at least once every two years to elicit their preferences for the time of meetings. Survey results shall be reviewed and presented to the full membership for possible modification of bylaws.

b. Information

The PTA must make information available to all members in a timely manner, solicit the views of members, and respond to questions raised by members.

c. Representation

The PTA must fairly represent the views of its members. The PTA has the responsibility to participate in school decision making, to select representatives to committees, and to ensure the selected committee members fulfill their duties subject to the requirements of Regulation A-660 and the PTA bylaws

d. Governance

The PTA must be run in an open and democratic manner, in accordance with policy and Regulation A-660.

e. Leadership

The PTA must develop parent leadership and encourage members to fully participate and vote in PTA elections and to run for PTA office.

f. Goals and Objectives

The PTA is responsible for setting its own goals and objectives and for planning activities to meet those goals and objectives.

g. Expenditures

The PTA's expenditures must be approved by vote of the general membership. The PTA is responsible for maintaining proper records which must be made available to the general membership upon reasonable request.

h. Activities

The PTA is responsible for using school resources and facilities allotted to it in a manner to minimize disruption to the school.

i. Compliance

The PTA has the responsibility to observe all applicable laws, policies, rules and regulations. The PTA may not join any national, state, or city organization which requires a submission to policy or bylaws that conflict in any way with law, DOE policy, or Chancellor's Regulations.

j. Records

All PTA records must be maintained on file in the school. Under no circumstances are they to be kept in a private residence.

k. Transfer of Records

Outgoing executive boards are required to arrange for the orderly transfer of records and information of the PTA, including an overview of PTA transactions for the school year, to the incoming executive board. It is suggested in Regulation A-660 that a meeting be convened in June for this purpose.

36. Participation in Planning and Decision Making

The PTA has the right and responsibility to elect parent representatives to their school leadership team, and to have those representatives participate as full members of the

team. Community District Education Council members are ineligible to serve as parent members on a school leadership team in the district in which they sit on the community district education council. Department of Education employees are eligible to serve as parent members on a school leadership team except in the school where they are employed or if employed in the district office, in any school in the district in which they are employed.

37. Distribution of Literature

The PTA has the right to distribute bulletins, newsletters, flyers, and notices to parents through the children of the school, subject to the requirements set forth in this section. Principals must cooperate in distributing PTA notices. The PTA is expected to exercise reasonable judgment when it comes to the appropriateness of material placed in children's hands. All material to be distributed through children must be shown to the principal.

1. Principals may not approve or disapprove the content of PTA material except as outlined in paragraph 2 of this section. PTA material shall not be edited or censored by principals. Principals' signatures shall not be affixed to PTA material.

2. Principals have the responsibility to approve or disapprove distribution of PTA material

through the children, subject to the following standards:

a. Material in support of Community District Education Council or parent association candidates may not be distributed through the children. Special editions, flyers, notices, and/or inserts are not allowed. No other candidate or campaign material is allowed. No school facilities or supplies may be used on behalf of any candidate or slate of candidates.

b. Unsuitable or inappropriate material, including material that is defamatory, obscene, or age inappropriate, or which is disruptive to the educational process, shall not be distributed through the children.

3. Principals' decisions shall be rendered within 24 hours after receiving the material in question. The principal's decision may be appealed to the local instructional superintendent, who shall issue a decision within 48 hours of receipt of the material in question and request for review from the PTA. The superintendent's decision is appealable to the Chancellor, who shall render a decision within 72 hours of receipt of the material in question and the request for review. The Chancellor's decision is final.

4. No material supporting any candidate, candidates, slate of candidates, or political organizations/committees may be distributed, posted, or displayed in any school building by PTAs.

a. PTA bulletins may not contain endorsements of any candidate, or slate of candidates including Community District Education Council candidates.

b. Principals are responsible for ensuring that unauthorized political or candidate material is not posted, distributed or displayed.

38. Use of School Facilities

a) The PTA is entitled to free use of school buildings, including school safety or security coverage for eight hours per month outside of school hours and shall determine the hours, and whether the time will be over one or more days.

b) These hours apply 12 months a year. If there is more than one PTA in the building, each is entitled to the full eight hours per month

c) The PTA's entitlement to eight hours free use of space is not transferable. PTAs can sponsor use of the school by other organizations such as community organizations in

accordance with the Standard Operating Procedures Manual (SOPM). PTAs cannot give up their allotted time to other organizations for their exclusive use.

39. Admission Fees and Sponsorship

The PTA can charge admission fees or receive donations, contributions, or collections for programs or activities they sponsor in the schools, in accordance with the SOPM.

40. Parent Association Fund Raising

PTA fund raisers should not be ends in themselves but be tied to the goals of the PTA, including parent education and workshops and school-related purposes. Proceeds from fund raisers must be used to supplement or complement the educational, social and cultural programs of schools.

a) Fund-raising activities conducted by PTAs involving students during school hours must be: i. approved by the PTA membership; ii. planned jointly by the PTA with the principal, and; iii. approved by the principal in writing (See Chancellor's Regulation A-610).

b) The following activities are strictly forbidden:

- i. sale of tickets to movies and theaters for children's attendance, unless the project is directly connected to the curriculum;
- ii. door-to-door solicitations of funds by children, except where parent solicits funds with his or her children;
- iii. sale of raffle tickets to children or distribution of raffle tickets through children
- iv. bingo or any other form of gambling.

c) PTA fund-raising activities involving students during instructional hours are restricted to two per year.

d) The PTA must prepare and give to principals and all parents a brief statement showing the total amount of money raised, expenses, and net proceeds. (See Regulation A-660 Attachment E.)

e) For all other PTA fund-raising activities:

- i. Joint planning is not required for activities not held in the schools during school hours, except where students or staff are involved.
- ii. All fund-raising activities conducted by the PTA must be approved by the PTA membership. The PTA must report to the membership, giving a brief statement showing the total amount of money raised, expenses, and net proceeds. (See Regulation A-660 Attachment E.)
- iii. Principals' written approval must be obtained if the fund-raising activity is held on school property. (See Chancellor's Regulation A-610.) All fund-raising activities must comply with the Chancellor's Regulations on Flea Markets (A-650), Fund Raising Activities and Collection of Money from Students (A-610), and Sale of Nutritious and Non-Nutritious Foods (A-812).

f) Failure to obtain approval of the membership prior to initiating a fund-raising activity is an infraction of Regulation A-660.

g) The PTA may request the assistance of parent coordinators with fund raising activities.

However, the PTA must still maintain responsibility for the fund raiser.

41. PTA Financial Affairs

The PTA's expenditures must be tied to the goals of the PTA, including parent education, workshops and school-related purposes. Members of the association must decide how money raised for these purposes will be spent.

a) PTA Budget:

i. The budget process of P.S. 8 is in accordance with Regulation A-660, and the PTA shall use the budget form adopted by Regulation A-660, attachment F.

ii. At each initial annual meeting, the budget of the prior year shall be reviewed, and the membership of the PTA will be given the opportunity for comment.

iii. A budget for the fiscal year shall be submitted by the Executive Board to the membership for adoption at the first general membership meeting of the year.

iv. The budget shall be amended at any general meeting of the PTA by a two-thirds vote of the members present.

b) PTA funds are separate and independent from school funds and budgets. PTA funds can only be turned over to the school by vote of the membership.

c) Legitimate financial obligations of a PTA are not affected by changes in PTA administration.

d) Debts incurred by the PTA are the responsibility of the PTA and are not the responsibility of the school, district, or Department of Education.

42. Expenditure of Funds

a) All expenditures of funds must be approved by vote of the PTA membership for specific purposes. All decisions regarding the spending of PTA funds must be proposed to the Executive Board, either in writing or in person at an Executive Board Meeting before being presented to the general membership for final approval. It is a conflict of interest for a PTA member to receive any financial or other benefit as a result of a contract with the PTA or expenditure of funds by the PTA. Therefore, if a PTA member or any member of the PTA member's family or household has a financial or other interest in a contract or other matter before the PTA, the member must disclose such interest before any vote on the matter. The PTA is prohibited from voting to approve a contract when a conflict of interest exists. Executive boards may only utilize the minimal expenditures for operating expenses as stated in the bylaws and the amount spent and the reason for the expenditure must be reported at the next meeting. Bylaws shall contain procedures for emergency expenditures.

b) The following expenditures are strictly forbidden:

i. political contributions, including contributions to candidates for community school board office, political parties, political groups or sectarian groups;

ii. tickets to social events, without membership approval;

iii. membership in organizations, without membership approval;

v. core instructional teachers or other staff may not be hired by the PTA for programs or instruction during school hours. Funds may not be contributed to the school for this purpose. However, funds may be used for hiring supplemental staff, e.g., art teacher. Funds must be accepted by the superintendent with prior approval by the Chancellor or designee. If the PTA conducts an after-school or weekend activity which requires the employment of personnel, it must adhere to all relevant filing and reporting requirements, e.g., the Internal Revenue Service. It is recommended that the PTA donate the funds to the school for after school program(s) and that the program (5) be administered by the principal. In the event the PTA runs an after-school program, the PTA must obtain a permit from the school, obtain appropriate liability insurance, and use the facilities in accordance with all applicable federal laws, NYS laws, NYC laws and Departmental policies. Further, the PTA may not hire Department employees to run the program (s) or perform other administrative tasks, but may hire Department employees to work directly with children (e.g.: tutoring, coaching sports).

43. Record Keeping

- a) PTAs are separate entities and must obtain their own Employer Identification Number (EIN) from the Internal Revenue Services for bank account applications. The PTA may not conduct any fund-raising activities until they have obtained an EIN. In addition, the PTA must obtain its own New York State Tax Exempt Number for the purpose of purchasing items exempt of sales tax. The PTA shall not use its school's EIN or tax exempt numbers. The PTA's EINs must be maintained on file with building principals. The PTA's tax exempt status is to be used only for the PTA's benefit and not for the benefit of individual members. Copies or records of tax exempt forms submitted to stores must be maintained as a PTA records.
- b) PTA funds cannot be combined with school, General Organization, or personal funds.
- c) A checking account in the name of the PTA must be maintained. Any accounts other than the mandatory checking account must be authorized by a vote of the PTA membership and must be in the name of the PTA. The PTA must use a commercial ledger checkbook.
- d) The acquisition or use of an automated teller machine (ATM) card or cards or withdrawal slips by a PTA is prohibited. The PTA may not write checks for "petty cash" or "cash." A member may be reimbursed for out-of-pocket expenses if he/she submit the receipts, the payment is approved by the members, and the check is made payable to the member.
- e) PTA checking accounts must require at least two authorized signatures on checks, as specified in their bylaws.
- f) The dual signatories on the PTA account may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws, or other relatives or members of the same family or household be authorized as dual signatories on the PTA account.
- g) The PTA must maintain accurate cash receipts and cash disbursements books reflecting the current status of all accounts. Bylaws must establish a process for counting, securing and depositing monies received. All cash received by the PTA for an activity, program, or fund raiser must be deposited within two business days of receipt.
- h) All invoices reflecting PTA expenditures must be maintained on school premises and under the responsibility of the Treasurer. The PTA must keep all financial records for a period of six years.
- i) Prior to the conclusion of his/her term, the outgoing Treasurer shall make the necessary arrangements to provide all records regarding PTA income and expenditures to the newly elected Treasurer and the method of record keeping used by the PTA.
- j) Treasurer's Report - The Treasurer's report shall be given at every executive board