

BYLAWS

OF

Parent and Teachers Association of PS 116 Inc.

APPROVED BY THE MEMBERSHIP ON **October 21, 2020**

I.

NAME

The name of the association shall be: Parent and Teachers Association of PS 116 Inc.

II.

OBJECTIVES

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

III.

MEMBERSHIP

1. Eligibility

A parent is a parent (by birth or by adoption, step-parent or foster parent), legally adopted guardian, or a person in a parental relation to a child or children currently attending a school, including a child who is attending a non-citywide school full-time while on register of Citywide Programs (known as District 75).

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 PA 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 PA membership under this category is not established by designation of an individual (notarized letter) by the child's parent or guardian.

2. Enrollment

All parents and guardians are automatically members of the PTA. The PTA Executive Board should make every effort to encourage involvement in the PTA.

3. Voting Privileges

Each designated parent of a child/children and teachers at P.S.116 are entitled to one vote. Voting by absentee ballot or proxy is prohibited. Members deemed to have a conflict of interest, as defined in the Chancellor's Regulation A-660, shall not be permitted to vote on those issues.

I.

OFFICERS

1. Titles

The officers of the association shall be: President, Recording Secretary, Treasurer, Financial Secretary, such vice presidents as the Executive Board determines from time to time, and up to 6 members at large. Two people or more may share any officer position.

2. Term of Office and Term Limits

The term of office shall be July 1st until June 30th. No person may serve in the same position for more than 2 consecutive one year terms unless, after a canvass of the membership, no person is willing to serve.

3. Duties of Officers

Officers will have such duties as assigned by the President or Co-Presidents from time to time. To the extent there are such officers and the duties are not otherwise modified, the following shall be the assigned duties:

3.1. President or Co-Presidents: The President or Co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for all its members. The president or co-presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The president or co-presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president shall attend all regular meetings of The District President's Council and shall be core member of the School Leadership Team. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the school's representative to the region/district president's council. The president or co-presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PTA on region/district committees. The president or co-presidents shall assist with the June transfer of PTA

records to the incoming Executive Board. The president or co-presidents shall serve as selectors on the Community and Citywide Education Council elections.

3.2. Treasurer(s): The treasurers shall: act as second signatory on bank accounts, maintain all deposit slips, with appropriate identification of the source of such funds; maintain up to date record of income and expenditures; be a signatory on all PTA checks; provide financial reports at all executive board and general membership meetings; adhere to and implement all financial procedures established by the association; assist the accountant as may be necessary in preparation of tax returns and other financial documents; serve as chairperson of the Budget Committee, and shall report that committee's activity to the Executive Board. The treasurer shall also prepare and assist the secretary with the June transfer of all PTA records to the incoming Executive Board.

3.3. Recording Secretary or Secretaries: The Recording Secretary or Secretaries shall: keep and maintain the official record of the proceedings and actions of all PTA meetings, including notices, agendas, sign in sheets, and material distributions; prepare and maintain minutes available upon request; maintain a log of all amendments to the bylaws and ensure that a copy of each is on file in the Principal's office.

3.4. Vice-President(s) of Hospitality: The Vice-Presidents of Hospitality shall: assist the President by being responsible for promoting the interest and active participation of the parents in the education and welfare of their children; be responsible for hospitality at all PTA events; encourage parents to join and participate in the PTA; Hospitality Team is responsible for annual events including but not limited to: assisting school with Curriculum Night and Open House, running Teacher Appreciation events, hosting Welcome Back Breakfast for parents, hosting Parents'/Moms' Nights Out.

3.5. Vice-President(s) of Internal Fundraising: The Vice-Presidents of Internal Fundraising shall: assist the President by being responsible for all arrangements in connection with internal development activities, fundraising events and cultivation events, and oversee the activities of the chairpersons of such activities and events (Direct Campaign, Share-a-sale programs, 116 Day); be responsible for raising funds necessary to pay the costs of Teaching Assistants (Dance-a-thon); serve as the executive board liaison to 116 Kids; and report that committee's activity to the executive board. Responsible for managing school store and designing spirit wear.

3.6. Vice-President(s) of External Fundraising: The Vice-Presidents of External Fundraising shall assist the President by being responsible for all activities dealing with the annual school auction, including external fundraising and development efforts as it pertains to the Spring Benefit. Responsibilities include cultivating and maintaining links to corporations, businesses and foundations, for support of the school and enrichment programs as they pertain to the annual spring fundraiser.

3.7. Vice-President(s) of Education, Recreation and Welfare: The Vice-President of Education, Recreation and Welfare shall: assist the President by being responsible for all activities

dealing with improvement of education, recreation, health and welfare services at P.S. 116, including such events as the Book Fair, Read-a-thon, Vision Testing, Photo Day and 116 Days Celebration.

3.8. Vice-President(s) of Communications: The Vice-President of Communications shall: assist the President by being responsible for communication with PS116 families and friends including, but not limited to, sending email newsletter (eblasts) and text messages, manage press releases regarding PTA events, manage social media accounts (ie. facebook, twitter, instagram), take photos/videos of school events for PTA use, maintain PS116 PTA website, maintain PTA documents and flyers (Welcome Packet, PTA Board Photos, PTA badges, PTA Meeting Calendar, and more).

3.9. Vice-President(s) of Special Events: The Vice-Presidents of Special Events shall: assist the President by managing special events at school including Halloween Boo Bash, assist in managing one-time special events as needed (ie special fundraisers for specific projects, Holiday Benefit, etc.) In the event that the 5th Grade Committee chooses not to run the Spring Fair by the October PTA Meeting the PTA will hold a special vote at the November Meeting to add VPs of Special Events to manage Spring Fair.

3.10. Vice-President(s) of Community Building: The Vice-Presidents of Community Building shall: assist the President by managing and promoting community building events that are free to the PS 116 community, including but not limited to, Welcome Back Playground Party, Multicultural PotLuck, Movie Nights, Art Night, and Parent/Teacher Sports Night. These events are to bring the PS116 community together and are not for fundraising. Fundraising activities should be excluded from these events or extremely limited with approval from the Board and PS116 Administration.

3.11. Financial Secretary (ies): The Financial Secretary shall: assist the Treasurer in maintaining the financial records; be responsible for the deposit of all PTA funds to the PTA's bank account as soon as possible after their receipt; monitor and record electronic donations (Paypal, Square, etc), write thank you notes and distribute receipts upon request for donations to the PTA; be responsible for assisting the Treasurer with preparing financial reports required by the Board of Education policy, Regulation and Bylaws; serve as the Chairperson of the Audit Committee if one is necessary, and appointed by the President.

3.12. Garden Committee: the Garden Committee will work to maintain the gardens inside the school yard and the flower/tree beds outside the school on 32nd and 33rd Streets. Coordinate summer care of the garden. Liaise with PS116 teachers and Horticulture Society to improve garden spaces. Act as liaison to the PS116 Farmer's Market - includes filing for permits, collecting fees, advertising and suggesting improvements.

3.13. Members at Large: Members at large will be comprised of up to 5 persons who will have full voting privileges on the Executive Board. Two of these positions will be filled by incoming parents of pre-kindergarten and kindergarten students at the September or October General Membership through nomination and elections. One role will be filled by a fifth grade parent. Each Member at Large shall serve as a volunteer member on one or more of the standing committees, and shall serve as a volunteer on one or more committees for an internal or external fundraising event adopted by the membership for that year. Two Members at Large will serve as liaisons to the Grade/Class Leaders - one for lower grades and one for upper grades. These persons will make sure each class has a class leader,

communicate news to class leaders for distribution to class email lists, educate class leaders about the PTA and class leader roles. Taking on this role will fulfil these Members at Large's volunteer responsibilities.

3.14. Vice President(s) for Community Relations: shall represent interests of PS116 PTA at community meetings and report back community affairs, keep a schedule of all community meetings to share with PTA & School community, including but not limited to, Community Board 6, D2 and D4 Councilmembers, Build-a-Block for relevant NYPD Precincts, Parks Department, Manhattan Borough President's Office, Board of Elections, CEC, PEP. In addition VP for Community Relations will assist Presidents in identifying funding sources from community groups and city elected officials. Will assist Presidents in soliciting appropriate groups for assistance in school projects/concerns.

3.15. School Leadership Team Committee: No other Executive Board member except the president shall automatically serve as a core member of the school leadership team unless he/she is the president's permanent designee. No person employed in P.S. 116 shall be eligible to serve as a parent member representative on the school leadership team.

4. Nominating Procedure

Nominating Committee: A nominating committee may be established during the spring general membership meeting. If a nominating committee can be established, committee shall consist of two to five (2-5) members. The majority of the members of the committee must come from the general membership. The remaining members of the nominating committee shall be selected by the President, 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 116 shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The Nominating Committee shall canvass the membership in English and other languages as appropriate, for recommendations of candidates for all positions. The nominating committee must conduct screening to verify and vouch for eligibility. The Nominating Committee shall also be responsible for conducting the election process.

The nominating committee shall present a list of eligible candidates to the Members at the March General Membership meeting. At the March General membership meeting, the Nominating Committee shall request additional nominations from the floor. Nominations must stay open until after the 4th Monday in April and close at the May meeting. The vote will take place at the May meeting before the 2nd Friday in May. If positions are not filled, a second election will take place at the June meeting. Note that Parents at Large positions will be held open for incoming PreK and K families.

The meeting notice and agenda for the May General Membership meeting election shall list all candidates in alphabetical order under the office for which they are nominated. The notice shall set forth the exact time the election will take place, and shall be distributed not less than 10 days prior to the date. They shall be available in more than one language whenever possible. The distribution date shall appear on this notice. The principal must be notified of the day and time of the election by April 1st.

All nominations for the 2 vacant Member at Large positions must be submitted at the September General Membership meeting and will be voted on at that meeting. Nominations can be accepted at the September General Membership meeting to fill these 2 vacancies. Notice will be sent out the first Monday of the school year.

5. Elections and voting

5.1. The annual election of officers shall take place during the May membership meeting to be held by the 3rd Friday in May or as otherwise scheduled by the Board. Each member of the association is entitled to one vote in the election.

5.2. The nominating committee shall be responsible for conducting the election.

5.3. If any position is contested, then voting shall be by written ballot in accordance with Chancellor's regulation A-660.

5.4. Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they are nominated.

5.5. Ballots shall be printed with instructions in English and other languages, as appropriate where possible.

5.6. Ballots shall be distributed following a member's signing the verification sheet.

5.7. Ballots shall be counted in the presence of the members immediately following the election.

5.8. Election shall be by the greatest number of votes received for that office. In the case of a tie, a new vote will be held under the direction of the nominating committee. This new vote will be completed at the next General Membership meeting.

5.9. If no positions are contested for any office, then the secretary shall be asked to cast one vote for all of the nominees, and they shall be considered elected. This shall be included in the minutes.

5.10. When the final tally of votes is complete, or when a single vote is cast in uncontested election, the Chairperson of the nominating Committee shall announce the results of the election to the Membership and state that those results are official.

5.11. Ballots shall be held for 6 months by the chairperson of the nominating committee. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming secretary.

5.12. The elections for the school's leadership team parent member representative shall be held in accordance with the team bylaws. No person employed in PS 116, or serving as a community school board member shall be eligible to serve as a parent representative on the school's leadership team.

6. Installation and Introduction of Officers

Installation of the newly elected officers shall take place at the June Membership meeting or otherwise immediately following the election. At that time all information and records will be transferred to the incoming executive board. All such information and data must be transferred no later than July 1st.

7. Vacancies

7.1. A vacancy occurring in the office of the President shall be filled by an officer recommended by the Executive Board and approved by the General Membership.

7.2. The Membership shall be immediately notified of any vacant Board position. Any member interested in filling such a vacancy must advise the Executive Board in writing. Such vacancies shall be filled by recommendations of the Executive Board and approved by the Membership at its next membership meeting, or at a special meeting called by the Executive Board.

7.3. Officers who wish to resign their positions must do so in writing to the Recording Secretary. He/She must resign and turn over records to the President. In the event of the resignation of the Secretary, that resignation shall be given in writing to the President.

8. Disciplinary Action

8.1. Any officer who fails to attend three (3) consecutive Executive Board meetings may be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present at a quorum meeting.

The Association's notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member.

8.2 Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after:

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

- B. 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.
- C. 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.
- D. 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).
- E. The minutes of these actions will not identify the individual by name, but by position (i.e. treasurer).

II.

EXECUTIVE BOARD

1. Composition

The Executive Board shall be composed of the elected officers of the association, members at large and chairpersons of standing committees. Persons employed at PS116 or community school board members and or community and district education councils in the district or region shall be ineligible to serve as an elected officer of the association.

2. Powers and Duties

The Executive Board shall conduct the business of the Association and plan and direct the work necessary to carry out the program and policies adopted by the General Membership.

3. Meetings

Regular meetings of the Executive Board shall be held monthly. Special meetings may be called by the President, or shall be called at the written request of at least 6 members of the Executive Board. All members of the PTA may attend as observers and may speak and otherwise participate at the discretion of the chair. Executive Board Meeting must be held on school grounds; however Committee Meetings may be held in a convenient location other than someone's home. If PTA cannot use the school for General or Executive meetings due to limited access see Chancellor's regulation A-660 and supplemental guidelines from DOE on conducting meetings and voting via Zoom.

4. Quorum

A majority of the Executive Board (1 more than ½ is a quorum) shall constitute a quorum.

III.

COMMITTEES

1. Committees

Where an issue or a situation arises that necessitates the establishment of a committee, a committee may be formed by the Executive Board to meet the need, and dissolved when the need no longer exists, by the majority vote of the Executive Board.

IV.

FINANCIAL ADMINISTRATION

1. Fiscal Year

The fiscal year of the PTA shall run from July 1st through June 30th.

2. Signatories on PTA checks

The Presidents and treasurers shall be authorized to sign checks. All checks require at least 2 signatures, one of which will be the Treasurer's. Signatories shall not be related by blood or marriage.

3. Budget Committee

3.1. The budget committee shall consist of 2 or more people and shall be chaired by the Treasurer. The Committee shall be responsible for:

a) The development and review of the budget process which includes:

The Executive Board must review the current budget, annual fiscal 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 June meeting. The counting and handling of any cash, checks or money orders received requires at least 2 non-related PTA members to participate. Received monies shall be counted within 2 business days, recorded and signed by the involved PTA members. All monies must be counted in school. All funds shall be deposited in the bank account by authorized board members within 2 business days. No funds shall be kept in a member's home, but shall

be secured and locked in the school safe in the PTA office. PTA funds shall be taken to the bank by at least 2 authorized members. Documentation related to every transaction must be maintained at the school (i.e. cancelled checks, deposit receipts, purchase orders, PTA minutes related to expenditures, etc.)

b) A written review of the prior year's budget for discussion at the June meeting

c) Preparing a proposed budget for adoption by the Membership at the June meeting

3.2. The budget may be amended by vote of the General Membership at any membership meeting.

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

4. Audit

As the need arises, the President shall request volunteers to form an Audit Committee. The following format must be adhered to:

4.1. The Audit Committee must be comprised of those who are independent of those who sign, shall prepare an audit of all financial affairs by the organization with the help of the treasurer who shall make all books and records available to them.

4.2. Additional duties of the audit committee may include the examination of all relevant financial statements, records of disbursements, verification of all association equipment and ensuring that bylaw provisions for the expenditure of funds were complied with.

4.3. The audit committee shall prepare a written report to be presented to the Membership at its May meeting or upon completion of the review and investigation, as applicable.

5. Financial Accounting

5.1. PTA members may only be re-imbursed for PTA out of pocket expenses if they submit receipts and the expenses are in line with the previously approved budget line item or the membership approves; and the check is made payable to the PTA member. 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 30th including all income and expenditures, to be presented and reviewed by the general membership.

5.2. The treasurer shall be responsible for all monies of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. The treasurer, secretary, and at least one other PTA officer, and additional persons as needed shall be designated and approved by the PTA to collect, count, tally and record all payments. The Financial Secretary and at least one other PTA officer shall transport all funds to the bank and deposit slips shall identify the source of all monies deposited. All parties involved in the financial transactions shall initial the deposit slips. The treasurer shall make all authorized disbursements and shall, within 2 business days thereof, deposit all monies of the association in a responsible banking institution selected by the

association. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts, etc., shall be maintained on school premises.

V.

MEMBERSHIP MEETING

1. Regular Membership Meetings

General membership meetings shall be held monthly from September through June. A schedule of proposed General Membership meetings shall be prepared by the Executive Board for distribution at the first General membership meeting of the school year. Written notice of each Membership meeting, including agenda, shall be distributed at least 10 days prior to the scheduled meeting date.

2. Special Membership Meetings

Special membership meetings may be called by the President or upon request by the President of a written request from 20 PTA members to deal with a matter or matters of importance which cannot wait until the next regular Membership meeting, with a minimum of 48 hours written notice to Members stating precisely what the topic of the special meeting will be.

3. Quorum

A quorum of 15 members of the PTA shall be required for the conduct of business. Quorum rules may not be suspended.

4. Order of Business

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

Call to Order
Reading and Approval of Minutes
President's Report
Treasurer's Report
Principal's Report
School Leadership Team Report
Committee Reports
Elections if scheduled
Old Business
New Business
Adjournment

Amendments of Bylaws

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

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article IX, at the membership meeting held on ___October 21, 2020___.
(Month) (Day) (Year)

Signed By:

President

Secretary

(Month) (Day) (Year)