




BYLAWS

of

Parent Association of TOMPKINS SQUARE MIDDLE SCHOOL

APPROVED BY THE MEMBERSHIP on JUNE 5, 2024


Kate Nammacher
Co-President's Name


Co-President's signature

Meghan Bryant
Co-President's Name

Meghan Bryant
Meghan Bryant (Jun 7, 2024 11:13 PDT)
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Nina Alban
Co-Secretary's Name


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Jill Borrero
Co-Secretary's Name

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Jill Borrero (Jun 6, 2024 12:27 EDT)
Co-Secretary's signature

DATE: 6.5.24

Article I • Name

The name of the association shall be the **Parent Association of TOMPKINS SQUARE MIDDLE SCHOOL (01M839)**

Article II - Objectives

The objectives of the association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents/guardians and staff of our school; to develop parent leadership and build capacity for greater involvement; to foster and encourage parent participation on all levels; and to provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending **TOMPKINS SQUARE MIDDLE SCHOOL** are automatically members of the **Parent Association of TOMPKINS SQUARE MIDDLE SCHOOL (01M839)**. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **TOMPKINS SQUARE MIDDLE SCHOOL**. Parents of a child who is attending **TOMPKINS SQUARE MIDDLE SCHOOL** full time while on the register of a citywide program are eligible to be members of the **Parent Association of TOMPKINS SQUARE MIDDLE SCHOOL (01M839)**. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Section 2 Dues/Donations

The payment of dues cannot be a condition for participation or membership.

Section 3 Voting Privileges

Each parent of a child currently enrolled at **TOMPKINS SQUARE MIDDLE SCHOOL** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

Article IV - Officers

Section 1 Titles

The officers of the association shall be: **president or co-presidents, secretary or co-secretaries, and treasurer or co-treasurers.** The association must elect the mandatory officers: president, recording secretary, and treasurer, in order to be a functioning association. There shall be no qualifications for any office other than to be a parent of a child attending **TOMPKINS SQUARE MIDDLE SCHOOL.**

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position of the association shall be 3 consecutive one year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

President or Co-Presidents: 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 appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. 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 one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board. ***(If co presidents are allowed include: In the event that the association elects co presidents, the co-presidents must decide who will serve as the presidents' council member and who will serve as the mandatory member of the school leadership team, and inform the general membership.)***

Secretary (or Co-Secretaries): The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association.

The recording secretary shall assist with the June transfer of all association records to the incoming executive board.

Treasurer [or Co-Treasurers]: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

Section 4 Election of Officers

Officers shall be elected by the last day of each school year for a one-year term beginning July 1. Any timeline established by the association to complete the nominations and election process must adhere to this timeframe. The principal should be notified of the date and time of the annual election by April 1, but must be notified no later than May 1.

Employees of **TOMPKINS SQUARE MIDDLE SCHOOL** may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending **TOMPKINS SQUARE MIDDLE SCHOOL**.

4.1. **Nominating Committee:** A nominating committee must be established during the **February** general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members 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 **TOMPKINS SQUARE MIDDLE SCHOOL** shall be eligible to serve on the nominating committee. No person who is running for office may serve as a member of the nominating committee.

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 for either an in person or virtual remote platform election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity for nominations, including self nominations, to be taken from the floor and then officially closed during the **April** meeting;
- 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 principal or his/her designee immediately following the election.
- If a nominating committee cannot be formed, the association must proceed with an expedited election - a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

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

4.3. Contested Elections:

When there is more than one candidate for any office, voting must be by ballot.

For in-person voting, ballots must remain in the meeting room (or in the principal's office with a documented chain of custody) until all the ballots have been counted and the election meeting has been adjourned.

For virtual remote platform voting, a printed record of electronic ballots must be maintained among the records of the association and be made available upon request.

Ballots must be counted immediately following the conclusion of voting and in the presence of at least three observers from the general membership.

For in person voting, the PA/PTA must retain ballots on school premises for one year or until the determination of any grievance filed concerning the election, whichever is later.

For VRP voting, records of votes in a PA/PTA election meeting conducted remotely must be retained by the PA/PTA for one year or until the determination of any grievance filed concerning the election, whichever is later.

4.4. 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.

4.5. Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be

filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all association records.

4.6. Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 5 Education Council Selectors

In the case of co-presidents, co-recording secretaries and/or co-treasurers, the remaining executive board members will vote to choose who will be the Community Education Council, Citywide Council on High Schools or District 75 Council selector(s).

Section 6 June Transfer of Records

The following PA/PTA records must be kept for 6 years: bylaws and related amendments; meeting notices, agendas, and minutes; records of officer elections other than ballots; and financial records. (See Section III for more information regarding retention of financial records).

Other PA/PTA records should be kept as long as needed. PA/PTA records that are being used in a legal action must be retained for the entire period of the legal action. Special attention must be paid to ensuring that documents created in electronic form remain available and accessible, either in electronic or paper form, for the required period of time.

At the end of their term, outgoing executive board members must ensure that all records (including electronic) are transferred to the newly elected executive board. The transfer of any hard copy materials must take place on school premises, in the presence of the principal, as soon as practicable following the election. Outgoing executive board members must not retain copies of any PA/PTA records that contain PA/PTA members' contact information (e.g., email lists), or information that can be used to access the PA/PTA's accounts (e.g., usernames and passwords, account and PIN numbers).

Section 7 Disciplinary Action

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

Association officers may also be removed for unsatisfactory performance through

the process outlined below:

- At any general membership meeting, an association member may make a motion to begin the process of removing an executive board member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive board members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The association's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive board member.
- The result of the motion must be submitted in writing to the principal and to the Division of Family and Community Engagement.

Article V - Executive Board

Section 1 Composition

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

Section 2 Meetings

Regularly scheduled meetings of the executive board shall be held monthly, September through June, on **the first Wednesday** of every month at **6 pm or at an agreed upon time by executive members**, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Wednesday**.

Section 3 Voting

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

Section 4 Quorum

Two (2) members of the executive board shall constitute a quorum, allowing for official business to be transacted.

Article VI - General Membership Meetings

Section 1 General Membership Meetings

- 1.1. The general membership meetings of the association shall be held monthly, September through June, on the **second Wednesday at 6 pm**, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Wednesday**, as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.
- 1.2. At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting. The executive board must determine its capacity to host meetings using a particular format before presenting it to the general membership for approval. If the PA/PTA is unable to conduct general membership meetings in either a virtual or hybrid format, it must continue to conduct in-person meetings.

Meetings may be in person, hybrid, or virtual. • If an appropriate location that is accessible to people with disabilities exists within the school, in-person and hybrid meetings must be held in that location. • Meetings may be conducted virtually on a platform that allows for a dial-in option. • Hybrid meetings must be physically convened in the school building. PA/PTA bylaws may provide that members participating from remote locations may be counted toward quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings. • Committee meetings may be held virtually or at locations convenient to the members.
- 1.3. All eligible members may attend and participate in general membership meetings.
- 1.4. Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the association, unless changed by the executive board shall be **[may be adjusted]**:

- Call to Order
- Reading and 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 **least 8 association members, including a minimum of 2 executive board members and 6 parent members** of the association shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any association meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

- 5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 Upon receipt of a written request from **three (3) association members**, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order - Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing Committees

- 1.1 The president will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. Only chairpersons of the standing committees will be allowed to vote on executive board issues. The standing committees of the association are the following **[Below are suggested standing committees. The association must vote to determine which standing committees to include in the bylaws.]**:

Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The chairperson of the membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent

Coordinator. The membership committee shall also prepare a newsletter to all members which contains, at a minimum, messages from the principal, association president, list of executive board members, all association meeting dates, student and parent events, school policies, budget and any other material deemed appropriate by the association. The committee shall also be responsible for maintaining a current list of members.

Budget: The budget 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 membership meeting, and (3) presenting the budget process. (See Article VIII, Section 3.).

Audit: The audit committee shall conduct an internal audit of all financial affairs of the organization. The treasurer shall make all books and records available to the audit committee. The audit committee shall prepare a written report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

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

The president **[or co-presidents]**, treasurer **[or co-treasurers]**, shall be authorized to sign checks to ensure at least 3 officers are listed as signatories. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws or other relatives or members of the same household sign the same association check. An association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 3 Budget

- 3.1 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 June meeting.
 - The incoming executive board must review the proposed budget in September for presentation and discussion during the September 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.

- The counting and handling of any cash, checks, or money orders received by the association, must be completed by at least 2 association members. These association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The association's financial records must display the total amount of funds and the signatures of the association members who participated in counting the funds.
 - The principal's written consent is required when a fundraising activity is held during school hours or on school property.
 - All funds should be deposited in the bank account by authorized executive board members within 1 business day of receipt, but in any *event*, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
 - Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)
- 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 vote of the general membership.
- 3.4 The executive board is authorized to make an emergency expenditure not to exceed **\$250.00** with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes: **to fund appropriate school-related activities**. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 4 Audit

- 4.1 The president shall request volunteers to form an audit committee of 3 to 5 persons. Executive board members who are not eligible signatories on association checks may serve on the audit committee. The majority of the committee shall be comprised of general members.
- 4.2 The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them.
- 4.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.

- 4.4 The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the association including checkbooks, ledgers, canceled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX - 501(c)(3) Requirements for Purpose, Earnings, and Dissolution

Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article X - Amendments and Regular Review 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 was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are *effective* immediately unless otherwise specified. A thorough review of these bylaws shall be conducted *every* 3 years. All provisions of these bylaws must conform to CR A- 660 and Department of Education guidelines.

Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be *voted* on immediately after the motion is presented. A two-thirds *vote* of the membership is required for approval.

These bylaws as set forth *above* have been *voted* on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article X, at the membership meeting held on ***June 5, 2024***.

Signed By:



Meghan Bryant
Meghan Bryant (Jun 7, 2024 11:13 PDT)

Co-Presidents



Mira Alban (Jun 6, 2024 12:25 EDT)

Jill Borrero
Jill Borrero (Jun 6, 2024 12:27 EDT)

Co-Recording Secretaries

DATE: June 5, 2024

Filed with the Principal on _____

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(Day)

(Year)












TSMS PTA Bylaws 2024 Approved.docx

Final Audit Report

2024-06-07

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