

**By-Laws of
P.S. 110M
Parent Teacher Association, Inc.**

Article I - Name of Organization

The name of the organization shall be "P.S. 110M Parent Teacher Association, Inc." (referred to in these bylaws as "the PTA").

Article II - Objectives of the PTA

The objectives of the PTA shall be:

1. To provide support and resources to P.S. 110 for the benefit and educational growth of all students.
2. To promote and help develop a cooperative working relationship between parents and staff.
3. To foster and encourage parent and teacher communication and partnership on all levels.
4. To provide opportunities and training for parents and teachers to participate in school governance and educational decision-making.

Article III - PTA Membership

Section 1. All parents (by birth or adoption, step-parent or foster parent) or legally appointed guardians of, or persons "in parental relation to," students currently attending P.S. 110 including a child who is attending P.S. 110 while on the register of a citywide program (all collectively referred to in these bylaws as "Parents") shall automatically be members of the PTA. 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 New York State. A person may qualify as a person in parental relation only if no other eligible person qualifies as parent or guardian. All teachers currently employed on a full-time basis at P.S. 110 are also members of the PTA, with the exception of persons in supervisory positions.

Section 2. A school roster listing the current students currently enrolled in P.S. 110 will be used to determine voting privileges of Parents. Each Parent and each teacher will have one (1) vote, subject to the limitations written elsewhere in these bylaws. Membership is annual and valid for the current school year ending June 30th. Voting by proxy or absentee ballot is prohibited.

Section 3. The PTA asks each family/teacher to contribute monetarily per year, to help support our school functions. Although each member's payment of dues would greatly be appreciated, it is NOT a condition of membership or participation in the PTA, of PTA voting privileges or of the right to run for PTA office, and solicitations for dues shall clearly include a statement of these facts. Any member may make a motion at any general membership meeting to increase or diminish the amount of voluntary dues requested from members or the manner in which dues are collected. Following discussion of the motion, a vote will be taken on the motion and, if the motion carries, it shall be referred to the bylaws committee in accordance with the amendment provisions written elsewhere in these bylaws.

Section 4. Any parent member may make a motion at any general membership meeting to extend membership status to or withdraw membership status from any category of school staff (e.g., teachers, paraprofessionals, school aides, etc.) Following discussion of the motion, a vote will be taken on the motion and, if the motion carries, it shall be referred to the bylaws committee in accordance with the amendment provisions written elsewhere in these bylaws. In any determination about extending membership to staff, continuing staff membership or restricting membership to Parents, only Parents may vote.

Section 5. 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 the P.S. 110, Community School District 1, The District 1 Community Education Council (CEC), the Citywide Council on Special Education (CCSE), the Citywide Council on High Schools (CCHS) or the Department of Education, including a contract or personnel appointment, must refrain from participation in any decision relating to that matter. Decisions must be made by vote of only those members of the PTA who do not have a conflict of interest with respect to the matter being voted upon. 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. 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. Any CEC, CCSE or CCHS member (or any other school employee or officer) who is also a PTA member must refrain from voting or otherwise participating in a decision for which he or she likely will sit on the appeal panel. Any CEC, CCSE or CCHS member who has participated in any way in a vote at P.S. 110 about an issue that has been escalated to their respective council may not participate in the related council discussions.

Members of the PTA who are employed in the school may not vote or otherwise participate in:

- (a) Personnel matters, and
- (b) Selection of Parent representatives to committees or the school leadership team.

Article IV - PTA officers

Section 1. The officers of the PTA shall be:

President or Co-Presidents
Vice-President or Co-Vice Presidents
Secretary or Co-Secretaries
Treasurer or Co-Treasurers
Title I Representative - Should Title 1 Apply
Nine (9) Members-at-Large

Section 2. The terms of office shall commence on July 1st and continue through June 30th of the following year. Officers shall be elected for a one (1) year term.

Section 3. There shall be no limit to the number of terms by which a member may succeed him/herself in the same office.

Section 4. There shall be no qualifications for any office in the PTA other than to be a Parent of a child attending P.S. 110. Members of the same family may not be prohibited from serving as officers; provided, however, that dual signatories on the PTA checking account may not be related by blood or marriage and under no circumstances may spouses, siblings, in-laws, or other relatives or members of the same family or household be authorized dual signatories on the PTA account checking. A Parent of a child on the register of a citywide program who is attending P.S. 110 full-time may serve as an elected officer of either this PTA or parent association of the citywide program. Persons employed at P.S. 110, including parent coordinators, may not serve as officers or Executive Board members of this PTA or as a parent member on the P.S. 110 School Leadership Team.

Section 5. Officer Vacancies

In the event that a vacancy occurs in the office of President, Vice President, Secretary or Treasurer, the vacancy will be filled by the next highest ranking officer; for example, a vacancy in the position of President shall be filled by the Vice President, a vacancy in the position of Vice President shall be filled by the Secretary, and a vacancy in the position of Secretary shall be filled by the Treasurer. A vacancy occurring in any other office, or a vacancy in the position of President, Vice President, Secretary or Treasurer which can not be filled through succession shall be filled through a special expedited election. Any officer so elected shall take office immediately following such election.

In event that a vacancy occurs in a position held by co-officers, the remaining officer must choose whether to serve alone for the remainder of the term or resign so that the position can be filled by succession or expediter election.

Section 6. Election of Title I Parent Representative (when applicable)

Any PTA member, as defined in Article III of these bylaws, may run for Title 1 Parent Representative, including members elected to any of the other PTA officers positions named in Article IV, Section 1.

Note: If the Title 1 Parent Representative is also elected to another position, they will not have dual voting rights on the PTA Executive Committee.

Article V - Duties of Officers

Section 1. The President or Co-Presidents

The President shall convene and preside at all meetings of the membership, and is a member ex-officio of all committees except the Nominating Committee. Except as written elsewhere in these bylaws, he or she countersigns all checks. The President shall lead all Executive Board members in encouraging meaningful participation by all PTA members in all PTA activities. Except as written elsewhere in these bylaws, the President, or his or her designee, shall be a core member of the P.S. 110 School Leadership Team. The President shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agenda for the general membership meetings. The President shall meet with the principal and the parent coordinator to discuss parent involvement issues and shall attend professional development sessions given by the Department of Education's Division of Family and Community Engagement (DFACE). The President or his/her designee shall represent the PTA on Department of Education committees and at all district and/or borough parent meetings. The President shall participate in the selection of the parent members to serve on the District 1 Community Education Council (CEC) as outlined in Chancellor's Regulation D-140. In all other ways, the President shall act as the executive officer of the PTA.

Section 2. The Vice-President or Co-Vice Presidents

The Vice-President shall act as assistant to the President and shall preside in his/her absence. Except as written elsewhere in these bylaws, he/she shall be empowered to sign checks in the absence of the Treasurer or President. The Vice-President shall be the alternate of the President at meetings of the School Leadership Team.

Section 3. The Corresponding Secretary

There shall be no Corresponding Secretary.

Section 4. The Secretary or Co-Secretaries

The Secretary shall keep an accurate record of all meetings of the Executive Board and of the membership meetings, including keeping track of all motions and related calls for consensus and votes, and casting the record of votes during elections. He/She will also be provided with a recording device, which he/she may use to record meeting proceedings to ensure a more detailed and accurate report. He/She

will write up all meeting minutes and make sure that the draft minutes from the previous meeting are distributed to the membership prior to the next meeting, for review and adoption at such meeting and are posted in the PTA office in a timely manner. He/She shall also ensure that adopted meeting minutes are distributed to the membership. He/She shall keep an accurate list of the members of the PTA. The Secretary, or his or her designee, shall attend to all correspondence and send notices for all regular and special meetings. The Secretary shall also participate in the selection of the parent members to serve on the District 1 Community Education Council (CEC) as outlined in Chancellor's Regulation D-140.

Section 5. The Treasurer or Co-Treasurers

The Treasurer shall have custody of all monies of the PTA, shall keep accurate record of receipts and expenditures and shall, together with the President, except as written elsewhere in these bylaws, sign all checks for the withdrawal of funds. At each monthly executive board and general membership meeting, the Treasurer shall provide the membership with a written treasury report including statements of income and receipts and expenditures/disbursements of the reporting period. The Treasurer shall be responsible for all financial affairs and funds of the association. The Treasurer shall also be responsible for maintaining neat, orderly and updated records of income and expenditures. The Treasurer shall adhere to and implement all financial procedures established by the PTA. The Treasurer shall also prepare, file and ensure distribution of the January interim and June annual accounting reports as outlined in Chancellor's Regulation A-660. He/She shall make available all books or financial records for audit. The Treasurer shall attend professional development sessions given by the Department of Education's Office of Family Engagement and Advocacy (OFEA) and shall participate in the selection of the parent members to serve on the District 1 Community Education Council (CEC) as outlined in Chancellor's Regulation D-140. The Treasurer shall prepare and assist the Secretary with the June transfer of all PTA records to the incoming executive board.

Section 6. Assistant Treasurer

There shall be no Assistant Treasurer.

Section 7. Title I Parent Representative

The Title I Parent Representative shall have a dual responsibility:

(a) To ensure that information about Title I and other programs, policies and initiatives are shared with other Title I parents.

(b) Through their representation, that the views of Title I parents are expressed on issues affecting their children's education

Section 8. Members-at-Large

The nine (9) Members-at-Large shall participate in all deliberations and decisions of the Executive Board and shall perform such tasks (including the chairing of committees) as may be assigned by the President, with the approval of the Executive Board.

Article VI - Executive Board

Section 1. Composition

The Executive Board shall consist of the elected officers of the PTA.

Section 2. Powers and Duties

The Executive Board shall plan and direct the work necessary to carry out the program and policies adopted by the general membership. It shall create and designate such special committees, as it may deem necessary.

If a vote is required on any matters brought before the Executive Board each officer shall have one (1) vote. If any of the Executive Board positions are filled by co-officers the position shall have a single vote. Each Member-at-Large shall have one (1) vote on matters brought before the Executive Board.

Executive board votes without ratification by the general membership will not be considered binding on the membership, except in those matters as may be specified in the bylaws.

Section 3. Meetings

The members of the Executive Board shall determine in September of each school year a mutually convenient day each month for executive board meetings and shall give written notice of such determination to all PTA members. Any PTA member may attend Executive Board meetings, all of which shall be held at P.S. 110. The President may call special meetings of the Executive Board and shall call a special meeting upon the written request of five (5) members of the board.

Section 4. Removal from Office

(a) Any officer who fails to attend three (3) consecutive executive board meetings without good cause following written notice from the executive board, shall be removed from office by the recommendation of the executive board or motion from a member and two-thirds vote of the membership present. The PTA's notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an executive board member.

(b) Officers and executive board members accused of misconduct or neglect of duty may be removed only after:

i. 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 vote of the general membership.

ii. 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.

iii. 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 witnesses.

iv. 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).

(c) The Chancellor or his/her designee has the authority to remove a PTA officer or executive board member due to criminal behavior, violations of federal, state or city law, to protect the 'safety of students, and/or when determined to be in the best interest of the school.

Article VII - Membership Meetings

Section 1. Regular Membership Meetings

A regular meeting of the PTA shall be held each month during the school year at P.S. 110. The PTA shall conduct surveys of all parents at least once every two (2) years to elicit their preferences for time and day of meetings. All PTA members shall be given written notice of the date, time and agenda of each monthly membership meeting at least ten (10) days prior to each such meeting.

The most recent preference of the PTA indicates meetings shall be held on the second (2nd) Tuesday of each month, unless such day falls on a legal or important religious holiday, in which case the Executive Board may select a different day.

Section 2. Annual Meeting

The last meeting of the school year shall be the Annual Meeting, at which time annual reports shall be given and new officers installed.

Section 3. Special Meetings

The executive board may call special meetings in case of emergency, and they shall also be called upon the written request of six (6) members of the PTA. All PTA members shall be given written notice of the date, time and agenda of such special meeting at least forty-eight (48) hours prior to such meeting.

Section 4. Quorum

Fifteen (15) members, including the President (or, in the President's absence, the Vice-President), at least three (3) other executive board members, at least ten (10) Parents who do not serve on the executive board and at least one (1) teacher, shall constitute a quorum at all meetings of the PTA membership.

Section 5. Rules Regarding Non-Members at Membership Meetings

Non-members, including but not limited to parent coordinators and staff members (other than full-time teachers) who do not have children attending P.S.110, may attend membership meetings and may participate in such meetings unless their right to attend and/or participate is withdrawn, on a meeting-by-meeting basis, by a majority vote of those members present, the membership shall vote to invite outside speakers for a specific purpose at subsequent meetings.

Section 6. Use of Photographic and/or Recording Equipment at Meetings

Use of photographic and/or recording equipment by invited guests is not allowed during a PTA meeting, except if specifically approved by the membership in each instance. Except as written elsewhere in these bylaws, use of photographic and/or recording equipment by members is allowed during a PTA meeting upon notice to the membership.

Section 7. Rules of Procedure

In the absence of meeting and other procedural rules adopted by the PTA membership, all matters of PTA meeting and other procedure shall be governed by *Robert's Rules of Order - Newly Revised*.

Article VIII - Committees

Section 1. Process for Establishing Committees

Any member may make a motion to create a committee of the PTA at any general membership meeting. Such motion shall specify the goal and scope of the potential committee and propose whether the committee should be a standing (permanent) or ad hoc (temporary/special purpose) committee. Following discussion of the motion, a vote will be taken, and, if the motion is passed by a simple majority of the members present, the approved committee shall be so formed.

Section 2. Committee Membership

Except as written elsewhere in these bylaws, each PTA member who volunteers for a committee shall be entitled to serve as a member of that committee.

Section 3. Committee Chairs

Except as written elsewhere in these bylaws, the President, with the consent of such person and the approval of the Executive Board, shall appoint the chairperson of each committee from among the members volunteering for such committee. The committee chairperson shall ensure that minutes are kept of each committee meeting, and the chairperson or his or her designee shall be prepared to report on the workings of the committee at general membership meetings and, if requested, at meetings of the Executive Board.

Section 4. Location of Committee Meetings

Except in extenuating circumstances, all committee meetings shall be held at P.S. 110.

Article IX - Order of Business at Meetings

Section 1. Order of Business

Except where changed by the Executive Board, the order of business shall be as follows:

- A. Reading of Minutes
- B. General Reports
- C. Unfinished Business
- D. New Business

Article X - Expenditure of Funds

The Treasurer shall maintain cash in the sum of \$100.00 to be available to be used by the Executive Board in the event of an emergency. The spending of the cash in this fund will only be used when deemed necessary for unforeseen events that are related to P.S. 110 matters (staff, students, PTA, etc.). The amount spent and the reason for the expenditure shall be reported to the membership at the next general membership meeting. All other expenditures of funds must be approved by vote to the PTA membership for specific purposes.

Article XI - Elected Alternate to the Presidents' Council

To provide for situations in which the President cannot or chooses not to attend monthly meetings of the District 1 Presidents' Council, the P.S. 110 PTA shall be represented at such meetings by a duly elected alternate, whose duties shall be to attend such meetings in the place of the President at the times and places where such meetings are held, cast votes on Presidents' Council matters in the President's absence at any such meeting and report back to the President regarding the business conducted at such meeting, including providing the President with copies of any materials distributed at such meeting. Nominations for candidates for the position of Presidents' Council alternate shall be made from the floor at the first general membership meeting following implementation of this Article XI and, thereafter, at the June general membership meeting each year. Elections for this position shall take place at the same meeting as the nominations, and written ballots shall be required in the event there is more than one nominated candidate for Elected Alternate to the Presidents' Council. Unless the Elected Alternate to the Presidents' Council already holds a position on the PTA executive board, his/her election as alternate shall not otherwise make him/her a member of the executive board. If the alternate fails to attend two (2) consecutive Presidents' Council meetings at which his or her attendance was required without good cause following written notice from the executive board, or otherwise fails to fulfill his or her duties as elected alternate, he or she shall be removed from office by recommendation of the executive board or motion from a member and two-thirds vote of the membership present. The PTA's notice and agenda must cite that vote will be taken by the membership as a disciplinary action against the elected alternate to the Presidents' Council.

Article XII - Amending the Bylaws

Section 1. These bylaws may be amended upon a 2/3 vote of the members present when the vote is held provided a quorum is present. These bylaws must be reviewed promptly following each amendment of Chancellor's Regulation A-660, but in no event less frequently than once every three (3) years. As a result of such review, the bylaws committee may propose to the membership at any general meeting amendments to the membership bylaws.

Section 2. In addition, any member may make a motion to amend the bylaws at any general membership meeting. Following discussion of the motion, a vote will be taken on the motion and, if the motion is passed by a majority of the members present, the motion shall be referred to the bylaws committee for language to be drawn in conjunction with the member initially making the motion to amend, if such member so wishes. A bylaws amendment based on such motion shall be presented for adoption at the next general membership meeting or, if it cannot be so presented, the bylaws committee shall give a report to the membership on the status of the amendment, the reason for the delay and, if applicable, a timeline for its presentation for adoption.

Section 3. No proposal to amend the bylaws shall be effective unless and until a bylaws amendment containing specific language implementing the change has been adopted in accordance with these bylaws.

Section 4. Ideally, bylaws revisions to be proposed to the membership will be determined by general agreement among the members of the bylaws committee. If such a general agreement cannot be reached, the following procedure shall be followed:

- (a) In the event there is only one dissenting vote among the members of the bylaws committee, the majority opinion shall be published to the membership.
- (b) If opinion is equally split between two alternatives, then both shall be published to the membership for equal consideration.
- (c) If there is more than one dissenting vote for the same alternative, both shall be published to the membership, but the minority opinion shall be indicated as such.

Article XIII - Budget Process

Section 1. The budget committee shall consist of five (5) plus or minus two (2) persons and be chaired by the Treasurer. The committee shall be responsible for presenting to the membership a written review of the prior year's budget for discussion at the May membership meeting.

Section 2. The budget committee shall also prepare a proposed budget for the following school year. Ideally, the budget to be proposed to the membership will be determined by general agreement amongst the members of the budget committee. If such a general agreement cannot be reached, the following procedure shall be followed:

- (a) In the event there is only one dissenting vote among the members of the bylaws committee, the majority opinion shall be published to the membership.
- (b) If opinion is equally split between two alternatives, then both shall be published to the membership for equal consideration.
- (c) If there is more than one dissenting vote for the same alternative, both shall be published to the membership, but the minority opinion shall be indicated as such.

The proposed budget for the following school year shall be presented to the membership for discussion at the May general membership meeting by a member of the budget committee who has been chosen by the other committee members. After the proposed budget has been presented, PTA members may propose

amendments. Each amendment shall be discussed and voted on individually. A simple majority vote of the members present shall be sufficient to pass the amendment upon which it shall be included in the proposed budget. After all amendments have been discussed, the budget as a whole shall be voted on. Again, a simple majority vote of the members present will be sufficient to approve the budget.

Section 3. Counting, securing and depositing PTA monies

(a) All cash received from PTA fundraising events and other sources shall be counted by the Treasurer, or an executive board member designated by the Treasurer, in the presence of at least one other executive board member.

(b) Payments made by check or money order, or small (less than \$100.00) amounts of cash, such as PTA dues, may be counted by the Treasurer, or by an executive board member designated by the Treasurer, alone.

(c) Cash receipts shall be deposited in a PTA bank account as soon as possible after the money has been counted and verified.

(d) Prior to deposit in a PTA bank account, receipts shall be secured in either in the school safe, or in a secure location in the PTA office.

(e) Photocopies shall be made of all checks and money orders deposited into the PTA bank accounts. The payor of each check or money order to be deposited shall be noted on the applicable deposit slip. The photocopies and deposit slips shall be maintained with the PTA financial records for a minimum of six (6) years. Bank deposits receipts will shall be maintained with the PTA financial records for a minimum of (6) years.

(f) Accurate records shall be made and stored on the PTA computer of money handed in to the PTA from fundraising activities, dues or donations. The records shall note the payor, the amount and date paid, the purpose of such payment and, if applicable, the child/children on whose behalf is made and their class(es).

(g) The PTA may accept payment by credit card, which payments, less the applicable service fees, are automatically deposited into a PTA bank account.

Section 4. The budget may be amended by majority vote of the members present at any general membership meeting.

Section 5. If it is necessary for PTA members to advance the PTA funds or incur costs in order to ensure the smooth running of the PTA, they are entitled to be reimbursed for these costs. No executive board member who is also a signatory on the PTA checking account may sign a check for reimbursement to him or herself or to his or her spouse.

Section 6. No more than five hundred dollars (\$500) may be spent by the PTA between July 1 and the first general membership meeting of the applicable school year unless such expenditure (a) was approved by the membership prior to July 1, or (b) is approved by the membership at a duly called special membership meeting after July 1. The amount spent and the reason for the expenditure shall be reported at the next general membership meeting.

Section 7. The PTA membership may, by majority vote, request an internal audit to review PTA accounting procedures and spending; in such event the Office for Family Engagement and Advocacy (OFEA) and the District 1 Presidents' Council must be notified of audit committee meetings and its review of financial records. The community superintendent, Chancellor or Chancellor's designee may conduct an audit when a grievance related to the PTA's funds is filed, when serious allegations are raised or when requested by the Community District Education Council (CEC). Audits shall be conducted in accordance with Chancellor's Regulation A-660, Section I.L.

Article XIV - NYS Tax Department Exempt Organization Status

Section 1. Dissolution of the PTA

In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organization under Section 1116(a)(4) of the New York State Sales and Use Tax Law, as the governing body of the organization shall determine.

Section 2. Use of PTA Assets

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the organization.

Section 3. Restrictions on Legislation and Campaigning

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Section 4. Restrictive Purposes and Activities

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 1116(a)(4) of the New York State Sales and Use Tax Law.

Article XV - Procedures for Nominating and Electing PTA Officers

Section 1. Nominating Committee

(a) The nominating committee shall consist of three (3) to five (5) members to be elected by the membership at the March membership meeting. The nominating committee shall choose one of its members to serve as chairperson. No person employed at P.S. 110 shall be eligible to serve on the nominating committee.

(b) 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 committee in writing.

(c) The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all positions.

(d) The nominating committee will also be responsible for conducting the election process. This includes, but not limited to, the following:

- i. Preparing and distributing all notices regarding this process in the applicable languages, where possible (i.e., meeting notices, agendas, reminder notices, tear-off applications, etc.)
- ii. Canvassing the membership for all eligible candidates
- iii. Determining and verifying the eligibility of all interested candidates
- iv. Reporting the names to date of those candidates during the May membership meeting
- v. Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor during the May meeting
- vi. Officially closing the nomination process
- vii. Distributing candidate statements and photograph
- viii. Reporting the names of all eligible candidates and the positions they are seeking, to the membership at least ten (10) days prior to the spring election meeting.

Section 2. Nominations for Executive Board Positions

(a) Nominations for these positions shall be made either before the May general membership meeting, from the floor at the May general membership meeting or following the May general membership meeting through 5pm Eastern Daylight Time on the third Wednesday in May. Nominations will be then officially closed.

(b) The names of the nominees, and the position(s) for which they are running, will be submitted to the PTA executive committee and published outside of the PTA office and over the Florence e-mail list server within 24 hours of the close of nominations. They will be distributed by notice in student backpacks within 48 hours of the close of nominations.

(c) Prior to the election, the Nominating committee shall verify the eligibility of the nominees. If any nominee is found to be ineligible, the PTA membership shall be notified.

(d) The nominees shall be listed alphabetically, by office, on paper ballots and voted on at a meeting date within the timeframe then required by the Department of Education for PTA elections and selected by the Nominating Committee. The Nominating Committee must notify the principal by May 1st of the scheduled time and date for the election of executive board members. All PTA members must be given written notice of the date and time of the election at least ten (10) days prior to the election meeting, as well as candidates' names and the positions for which they are running.

(e) If nominees choose to run as co-officers the nominees must run together as a slate in order to serve together.

(f) A PTA member may run for more than one position, but all positions are mutually exclusive; e.g. if a candidate is elected to more than one position they must choose which position they will fill, and the position they decline will go to the candidate scoring the next highest number of votes.

(f) Candidates may publish a statement and a photograph.

Section 3. Voting Procedure

(a) The nominating committee shall be responsible for conducting the election.

(b) Voting shall be by written ballot in accordance with Chancellor's Regulation A-660. Written ballots are required for contested elections having more than one nominated candidate for any office or offices.

(c) Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.

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

(e) Ballots shall be distributed following a member's signing the verification sheet.

(f) Ballots shall be counted immediately following the election and in the presence of the members.

(g) Ballots shall be retained for six (6) months by the chairperson of the nominating committee. If he/she will no longer be an eligible member after June 30th, the ballots shall be turned over to the incoming Secretary.

Article XVI - Contracts Between the PTA and Vendors

In order to carry out certain activities related to fundraising and support for P.S. 110, it is necessary for the PTA to sign contracts with outside parties that commit the PTA to financial obligations. Any and all contracts between the PTA and outside parties will require the signatures of the following:

1. The PTA President, or an executive committee member designated by the PTA President, or the PTA Treasurer or an executive committee member designated by the PTA Treasurer.

2. The chairperson of the committee involved with written or email authorization from the PTA President or the PTA Treasurer.

The PTA shall not be responsible or held liable for contracts that are not signed in accordance with the above criteria.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendments were approved, in accordance with the provisions of Article XII, at the membership meeting held on **April 6, 2017**.

Signed By:

President

Secretary

(Month) (Day) (Year)