



BYLAWS

P.S.- I.S. 187 HUDSON CLIFFS PARENT'S ORGANIZATION

APPROVED BY THE MEMBERSHIP ON _____4/28/2022_____

PRESIDENT Jennifer Bennion

DATE 4/29/22

TREASURER Traci Schwinn

DATE 4/29/22

SECRETARY Stephanie Reed

DATE 4/29/22

Article I- Name

The name of the organization shall be the PS/IS 187 Hudson Cliffs Parent Teacher Organization. The organization is a local unit of the United Parents' Association and is housed at 349 Cabrini Blvd., New York, NY 10040.

Article II- Objectives

The objectives of the organization 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 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 P.S./I.S. 187 are automatically members of the P.S./I.S Hudson Cliffs Parent Teacher Organization. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending P.S./I.S. 187. Parents of a child who is attending P.S./I.S. 187 full-time while on the register of a citywide program are automatically members of the Hudson Cliffs PTO.

At the beginning of each school year, the organization shall send a welcome letter to inform parents of their automatic membership status and voting rights. Membership shall also be open to all teachers currently employed at P.S./ I.S. 187.

Section 2: Dues and Donations

The payment of dues cannot be a condition for participation or membership. However, each member shall be requested to make a voluntary donation of at least \$25.00.

Section 3: Voting Privileges

Each parent of a child currently enrolled at P.S./I.S. 187 shall be entitled to one vote. Each teacher currently employed at P.S./I.S. 187 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The election of officers must only be

conducted in an in-person meeting or using a VRP. Conducting elections in a hybrid meeting is not permitted.

Section 4: Conflicts of interest and restrictions on member participation

187 PTO members must be careful to avoid acting in circumstances in which their personal interests conflict with their interests as PTO members.

- 187 PTO officers and members must not use their position to benefit themselves, family members, or business associates.
- 187 PTO decisions must be made by participation and vote of only those officers and members who do not have a conflict of interest.
- 187 PTO officers must not have a direct or indirect interest in any business transaction, any financial interest, or any business dealing with the school where they are an officer. Therefore, 187 PTO officers cannot work for an organization, directly or indirectly, at their school during the school day, or at an after-school, evening, weekend, holiday, or summer program. 187 PTO officers who own a business cannot, directly or indirectly, do business with their school during the school day, or with an after-school, evening, weekend, holiday, or summer program.
- 187 PTO members who have a conflict of interest as defined above may not run for an officer position unless and until they obtain a waiver. In extraordinary circumstances, waivers may be granted by the DOE Ethics Officer. 187 PTO officers who have a conflict of interest as defined above are subject to removal from office if they fail to obtain a waiver.
- 187 PTO members who have any direct or indirect interest in any business transaction, any financial interest or any business dealing, as discussed with their school must refrain from participation in any decision relating to that matter. Such interest, whether direct or indirect, must be disclosed to the membership and placed in the minutes of the meeting at which the disclosure was made.

Article IV- Officers

Section 1: Titles

The officers of the organization shall be: president (or co-presidents), vice president (or co-president's) of the elementary school, vice president (or co-president's) of the intermediate school, recording secretary, communications Secretary, treasurer. The organization must elect the mandatory officers: president, secretary and treasurer, in order to be a functioning organization. There shall be no qualifications for any office other than to be a parent of a child attending P.S./ I.S. 187.

Section 2: 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 for the organization shall be three 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: The president shall preside at all meetings of the organization and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of organization committees with the approval of the executive board. The president shall delegate responsibilities to other organization 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 required signatories on all checks. The president shall assist with the June transfer of organization records to the incoming executive board.

In the event that the organization elects co-presidents, the remaining executive board members in consultation with the general membership will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the appropriate presidents' council.

Vice-President of the Elementary School: The vice-president of the elementary school shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request. The vice-president of the elementary school shall assist with the June transfer of organization records to the incoming executive board.

Vice-President of the Intermediate School: The vice-president of the intermediate school shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request. The vice-president of the intermediate school shall assist with the June transfer of organization records to the incoming executive board.

Recording Secretary: The recording secretary shall record minutes at all organization meetings. The recording secretary shall prepare and read the minutes of each organization 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 organization's records on school premises. The 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 office. The secretary

shall assist with the June transfer of all organization records to the incoming executive board.

Communications Secretary: The communications secretary's responsibilities shall include the preparation of notices, fliers, e-mails, newsletters, agendas, sign-in sheets and materials for distribution. The communications secretary shall prepare a detailed agenda which shall be posted on the PTO's website and e-group before the general meetings. The communications secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the organization in partnership with the President.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the organization. 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 organization. The treasurer shall prepare and present a written report of all transactions at every other 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 organization'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 organization records to the incoming executive board.

Section 4: Election of Officers

Officers shall be elected between the third Wednesday in May and the third Friday in June for a one-year term beginning July 1. PA/PTA officers are elected to serve a one-year term, beginning July 1 and ending June 30 of the following year. The elections must only be conducted at an in-person meeting, or a meeting on a VRP. Conducting elections in a hybrid meeting is not permitted.

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 P.S./I.S. 187 may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending P.S./I.S. 187.

1. **Nominating Committee:** 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 P.S./I.S. 187 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 in both English and Spanish. Notices must be translated into other 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-A660.
- Preparing ballots, attendance sheets, a ballot box, tally sheets, and all other materials pertaining to the election.
- Verifying the eligibility of all candidates prior to the election.
- Ensuring that an opportunity for nominations, including self nomination, to be taken from the floor and then officially closed during the May meeting.
- scheduling the election at a time that ensures maximum participation and including evening voting.
- Ensuring that only eligible members receive a ballot for voting: ensuring that the election is certified by the principal or their designee immediately following the election.

If a nominating committee cannot be formed, the organization must proceed with an expedited election, as provided in CRA-660.

1. **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 Spanish and translated into other 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.

2. **Contested Elections and the Use of Ballots:**
 - Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Ballots should contain instructions in English and Spanish, and whenever possible, should contain instructions in the languages spoken

by parents other than English. A ballot template is available in the languages covered by Chancellor's Regulation A-663. If a ballot template is needed in a language that is not readily available, the principal must contact the DOE's Translation and Interpretation Unit.

- Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
- Ballots must not be removed from the school. The organization must retain ballots on school premises for 6 months following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

3. **Uncontested Elections:** If there is only one candidate for an office, a member must make a motion for the recording secretary 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. **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 secretary and immediately turn over all organization records. The ranking of officers for succession purposes shall be: President, Vice-President(s) of the Elementary School, Vice President(s) of the Intermediate School, Recording Secretary, Communications Secretary and Treasurer.

5a. Offices of the PTO may be held by more than one person. The office of President shall be held by no more than two individuals during a term. Co-officers must run together as a slate in order to serve together.

The offices of Vice President at both the elementary and intermediate school levels may be held by no greater than four individuals during a term. Should co-presidencies/co-vice presidencies occur, said officers shall caucus and cast one vote forth.

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: Citywide and Community Education Council Elections

2019 Amended CRA-660 indicates that all parents may vote to elect CEC candidates. The District 6 Presidents Council will hold a public forum where each CEC candidate will make a pitch to the election. To be eligible to vote in the CEC election every parent must have an active New York City Schools Account (NYCSA).

Section 6: June Transfer of Records

All PTO Records must be maintained for 6 years. Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office. Transfers must occur on school premises, in the presence of the principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive board may request the assistance of the presidents' council during this process.

Section 7: Disciplinary Action

Any officer who fails to attend 3 consecutive executive board or general membership meetings shall 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 or her reason for not attending these meetings for the general membership's consideration.

Organization officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, an organization 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 school days of the date the motion was presented. The organization'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, which the principal must forward to the appropriate superintendent and the CFEO.

8. Certification of election and record-keeping

Election results must be recorded on the PTO Election Certification Form, signed by the principal or his/her designee, before the election meeting is adjourned. The designee must be a school employee other than the parent coordinator.

By signing the Election Certification Form, the principal or designee certifies that the nomination and election process was conducted in accordance with this regulation and the 187 PTO bylaws. The signed certification form must be retained by the PTO, with a copy filed in the principal's office and with the appropriate superintendent.

9. Election Grievances

Individuals who believe an election was conducted improperly may submit an election grievance to the appropriate superintendent's office, with a copy to FACE sent to ElectionGrievances@schools.nyc.gov, and the District 6 Presidents' Council. Election grievances in schools spanning multiple grade levels (e.g. K-8) must be filed with the District 6 superintendent who supervises the school regardless of grade level and shall be decided by that superintendent.

Election grievances must be submitted and will be responded to in writing, in a timely manner as defined in the CR A-660. Grievances will be sustained only if there is a specific and material violation of either this regulation or the PA/PTA's bylaws.

Article V- Executive Board

Section 1: Composition

The executive board shall be composed of the elected officers of the organization, the chairpersons of standing committees. 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 Monday of every month from 7:30pm until 9:00pm, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Monday.

All PTO members are entitled to attend meetings of the executive board as silent observers. Members may request in writing to attend and address the executive board to discuss matters relevant to the PTO one week prior to an executive board meeting. Individuals who are not members of the PTO may attend executive board meetings only with approval of the executive board.

Section 3: Voting

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

Section 4: Quorum

Four members of the executive board shall constitute a quorum, allowing for official business to be discussed.

Article VI: General Membership Meetings

Section 1: General Membership Meetings

1. The general membership meetings of the organization shall be held monthly, September through June, on the fourth Thursday.
2. In accordance with the CR-A660 187 PTO meetings will be hybrid or virtual. Hybrid meetings must be physically convened in the school building. PTO members participating from remote locations may be counted toward quorum and are allowed to vote, using established voting protocols for virtual/hybrid meetings. Hybrid meetings will be from 6:15pm to 7:45 p.m. Virtual meetings will be from 7:00pm-8:30pm. Unless such date falls on a legal or religious holiday, or during a school vacation in which case the meeting shall be held on the following or previous Thursday as determined by the executive board.
3. 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 school days prior to the scheduled meeting. The date of distribution shall appear on all notices.
4. All meetings, including committee and executive board meetings must be held at PS-IS 187 school or virtually. Under no circumstances are organization meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
5. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws. Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2: Order of Business

The order of business at meetings of the organization, unless changed by the executive board shall be:

- Call to Order
- Reading and Approval of Minutes
- Principal's Report
- President's Report

- Treasurer's Report
- School Leadership Team Report
- Committee Reports
- Old Business
- New Business (Open Forum)
- Adjournment

Section 3: Quorum

A quorum of at least 8 organization members, including a minimum of 2 executive board members and 6 parent members of the organization shall be required in order to conduct official organization business. In the absence of quorum, the PTO cannot authorize the expenditure of funds or vote on any business but may have non-binding discussions. At least 1 executive board member must be present at the school to conduct a meeting in a hybrid format.

Section 4: Minutes

Minutes of the previous meeting shall be available in written or digital form. Members will have the opportunity to review minutes prior to the meeting. Minutes will be approved at every general membership meeting. The minutes of any organization meeting must be made available upon request to any member.

Section 5: Special Membership Meeting

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 five organization members, the president must call a special membership meeting within 5 school 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 Standing committee chairpersons shall be appointed by the PTO 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. Chairmanships will have or observe three year term limits. The standing committees of the organization are the following:

- **Volunteer:** The volunteer membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The Chairperson for the volunteer/membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The committee shall also be responsible for maintaining a current list of members, which shall be available without home addresses and telephone numbers at every membership meeting.
- **Teacher Appreciation:** The teacher appreciation committee shall be responsible for organizing and supervising all hospitality activities and for coordinating the provision of food, beverage, and/or decorations at all PTO events. The Chairperson of the teacher appreciation committee will be responsible for coordinating the collection, storage, and maintenance of all hospitality items.
- **Gardening:** The gardening committee shall be responsible to work with the custodial staff to maintain the school garden, pond and gardening materials/supplies. The committee will be overseen by the PTO executive board and will develop curriculum in partnership with administration and faculty for the school garden program.
- **STEM:** The mission of the STEM Committee shall be to cultivate curiosity and develop critical thinking. The committee will aim to collaborate with faculty to increase the engagement of students through hands-on science, technology, engineering, and math during and after school.
- **Diversity, Equity and Inclusion (DEI):** The 187 PTO is committed to Diversity, Equity, and Inclusion (DEI) as a collective undertaking that requires frequent assessment and consistent action in all we do including events and communications. The continued goals of this committee are to work in partnership with the SLT to uphold the values of DEI and to aid facilitating grade-appropriate workshops for students and families designed to educate, nurture, and graduate informed critical thinkers.

Article VIII- Financial Affairs

Section 1: Fiscal Year

The fiscal year of the organization shall run from July 1 through June 30.

Section 2: Signatories

The president (or one of the co-presidents), the treasurer and one additional PTO executive board member shall be authorized to sign checks for a total of three 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 organization check. A PTO member may not sign a check if she or he has any direct or indirect interest in the expenditure. No checks may be written payable to "petty cash" or "cash".

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 organization, must be completed by at least 2 organization members. These organization members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The organization's financial records must display the total amount of funds and the signatures of the organization members who participated in counting the funds.
- 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 organization funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Organization 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. canceled checks, deposit receipts, purchase orders, organization 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. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

4. The executive board is authorized to make an emergency expenditure not to exceed \$250.00 with a two-thirds approval by the executive board.

5. All expenditures shall be reported to the general membership at the next organization meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the organization to accept this action.

6. All net income of the organization shall be distributed in accordance with Chancellor's Regulation A-660 and all other applicable regulations. The membership of the PTO will vote upon the distribution of funds at general membership meetings. It is recommended that funds be allocated using the following three categories or "buckets" which have currently been identified as the most pressing needs for the school:

- School-wide and multi-grade programmatic needs.
- Specific grade teacher-defined programmatic needs.
- School-wide materials and supplies.

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 organization 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 organization with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the organization's financial records be conducted.

4.3 Additional duties of the audit committee may include examining all relevant financial statements and records of disbursements, verifying all organization equipment and ensuring compliance with bylaw provisions for the transaction of funds.

4.4 The audit committee shall prepare a written audit report or provide copies of the external 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

1. The treasurer shall prepare the Interim PTO Financial Report by January 31st and the Annual PTO 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.

2. The treasurer shall be responsible for all funds of the organization 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.
3. 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 organization including, ledgers, canceled checks, invoices, receipts etc shall be maintained and secured on school premises with the exception of the checkbook which shall be kept in the possession of the treasurer.
4. In the interest of solvency, the executive board is to maintain a minimum balance of \$10,000.00 in the PTO bank account. Said balance may be used for emergency expenditures; however, the use of said monies shall require 2/3rd vote of the general membership prior to its use.
5. Any reimbursements made to members of the PTO executive board and/ or members of the general membership are limited to the following:
 - Office supplies
 - Food/beverages purchased for events and/or meetings
 - Website, accounting software or other monthly organizational subscriptions
 - Event specific items (i.e. extension cords, helium tanks, balloons, plates, cutlery, etc).
6. Should the PTO raise more than \$50,000.00 in a fiscal year, the executive board shall retain the services of a CPA to review, oversee, and provide guidance with the accounting practices. Said CPA may be a member of the parent body and may choose to seek payment for his/her services. General membership vote will not be required to remit payment for said services. The addition of this clause is to be in compliance with CR A-660.
7. **Online banking** – The 187 PTO may utilize online payment through the bank's online bill payment system for goods and services rendered. When this is not possible, payment for goods and services should be carried out by more conventional means, such as but not limited to checks or a bank/debit card. Prior to any transaction the Executive Board must provide authorization for the intended expenditure by issuing a disbursement form that must accompany all online transactions. Linking the PTO bank account to a personal bank account is prohibited.
8. **Withdrawals-** The 187 PTO must not possess or use withdrawal slips or use the bank/debit card to withdraw funds from an Automated Teller Machine (ATM). Violation of this provision may result in immediate removal of an officer by the Chancellor or designee.
9. **Monthly Account Reconciliation-** The PTO treasurer and President must meet monthly to review the bank statements and all transactions. Both parties must sign a reconciliation form acknowledging that all transactions have been made in

accordance with the A-660.

10. Bank and Debit Cards- The 187 PTO may utilize the organization's bank/debit card for the sole purpose of paying a vendor for goods or services, for example, when a vendor does not accept physical checks or is online. Bank/debit card transactions must receive approval of the general membership. A disbursement form must accompany the transaction and be signed by two officers.

11. Unauthorized usage of Bank/Debit Card: Violation of this provision may result in immediate removal of an officer or designee.

- Third party mobile applications. (i.e., mobile phone wallets, or any other electronic device)
- Direct donations
- Out-of-Pocket reimbursements
- Cash withdrawals from an ATM
- Receiving "cash-back" or a "cash refund" from an ensuing transaction

10. Out of Pocket Expenditures and Reimbursements- Such expenses must be approved by the membership. Whenever possible, membership approval should be obtained prior to making an out-of-pocket expenditure.

PTO members must be reimbursed for out-of-pocket expenses with a check, if they submit receipts as well as the PTO reimbursement form. Such expenses must be approved by the membership. Reimbursement must be made by check payable to the member, not in cash, or by ATM/debit card through a third party mobile application.

Section 5: Hiring Staff

A. Donating Funds for the school to hire staff- Subject to the restrictions outlined in the CR A-660 Section III.D.5, the PTO may donate funds for the school to hire supplemental staff (e.g., cluster teachers) to work during school hours. The PTO may also donate funds for the school to hire staff to conduct after-school or weekend activities. The PTO must obtain the approval of the principal. After obtaining the approval of the principal, the PTO must submit a check endorsed to the school to the appropriate Senior Grants Officer (SGO). The funds are made available to the school's budget after the SGO approves the hiring of supplemental staff.

B. Directly Hiring Staff- Subject to the restrictions outlined in the CR A-660, Section III.D.5, the PTO may only directly hire school staff to conduct after-school or weekend activities. Staff may be hired only to work directly with students. The PTO must obtain the approval of the school's principal to hire staff to conduct after-school or weekend activities. After obtaining the approval of the principal, the PTO must obtain the approval of their general membership.

C. Hiring Staff to Work during School Hours – The PTO may not directly hire or donate funds for the school to hire core instructional teachers (e.g., teachers who teach core subjects such as Math, Science, English and History) to work during school hours. The PTO may not directly hire, but may donate funds for the school to hire supplemental staff (e.g., cluster teachers) to work during school hours.

D. Liability for Directly Hiring Staff- The PTO must abide by all NY state and federal requirements, such as the filing and reporting requirements established by the IRS. The PTO is required to withhold all federal, state and local employment taxes and properly report such taxes to the appropriate governmental bodies. If the PTO chooses to directly hire staff, it is solely liable for the claims of any party, including personal injuries, property damage or any other tort resulting from any act or omission on an employee's part. The PTO must provide a comprehensive liability insurance policy which lists the school, the DOE, and the City of New York as additional insureds. The PTO must use the DOE facilities in accordance with all applicable laws and DOE policies. The PTO must also obtain a building permit for weekend or after-school use of the school.

Rather than directly hiring staff, it is recommended that the PTO donate funds to the school for after-school and weekend activities by following the procedure outlined above, allowing the principal to administer the programs.

Section 6: Fundraising

6.1 Fundraising shall be the responsibility of the executive board. All fundraising activities must comply with CRA-660. The principal's written consent is required when the fundraising activity is held during school hours or on school property. All fundraising events must be organized and chaired by sub-committees which must submit budgets to the PTO Executive Board for approval.

The PTO will only cover expenses directly related to the fundraising event. Fundraising event sub-committee chairs must also provide interim and final reports at PTO General meetings before and after the event covering budget and project execution, and monies raised.

6.2 Prohibited Fundraising Activities

- **Door-to-door solicitation** of funds by children is prohibited unless the children are accompanied by a parent.
- **Raffle Tickets** – The sale of raffle tickets to or by children is prohibited. Any sale of raffle tickets must be done in compliance with the provisions of the New York State General Municipal Law and applicable regulations of the [New York State Charitable Gaming Board](#). The PTO is exempt from the application and licensing requirements as long as the PTO remains in existence for at least 3 years immediately preceding the raffle and if a single raffle event has net proceeds of less than \$5,000 and cumulative raffle events in a calendar year have net proceeds of less than \$30,000 as outlined above by NYS.
- **Gambling** – All forms of gambling, including bingo, are prohibited.

6.3 Fundraising Outreach

Contacting Parents and Students – As stated in Section I.G.3. of the CR A-660 the PTO may not obtain a list of students' or parents' names, addresses or any other contact information from the school, district, or borough for any purpose, including fundraising. Parents may give consent and voluntarily provide this information to the PTO.

Outreach Assistance – The PTO is responsible for fundraisers and any resulting funds. The PTO may request assistance from the parent coordinator in publicizing fundraising activities. Parent coordinators may not handle PTO funds.

6.3 Fundraiser Planning and Approval

Plans for all fundraising activities conducted by the 187 PTO must be approved by the membership during a regularly scheduled meeting where a quorum is achieved. Membership approval must be reflected in the minutes of the meeting. Failure to obtain membership approval before initiating a fundraising activity is a violation of this regulation.

Student Involvement- Fundraising activities involving students during instructional hours are restricted to 2 per year. There are no restrictions on the number of fundraising activities during non-instructional hours. Non-instructional hours are defined as time during the school day when students are not engaged in the instructional process (e.g., lunch time).

Principal Approval - The principal's written consent is only required when the fundraising activity is held during school hours or on school property. (See Chancellor's Regulation A-610).

Article IX- Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and the amendment is placed on the agenda 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 CRA-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 IX, at the membership meeting held on April 28, 2022.

President: *Jennifer Bennion*

Secretary: *Stephanie Reed*

Treasurer: *Traci Schwinn*

Filed with principal on: 4 / 29 / 2022

