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These Bylaws intend to conform with the New York City Department of Education Regulation of the Chancellor A-660 (hereinafter the A-660), entitled "Parent Associations and the Schools". In the event of a conflict between these Bylaws and the A-660, the language of the A-660 shall prevail. A current copy of these Bylaws and the A-660 shall be kept in the PTA office.
ARTICLE 1 – NAME

The name of this Association shall be: THE PARENTS–TEACHERS ASSOCIATION OF QUEST 2 LEARN, in short QUEST TO LEARN PTA, hereinafter referred to as “the PTA”.

ARTICLE II – OBJECTIVES

This association is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.

Upon the winding up and dissolution of the association, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The objectives and purposes of the Association are:

1. To take an active role in decisions concerning the education of our Q2L students.
2. To ensure the health, safety and welfare of all Q2L students
3. To promote an effective learning environment for students and to support the concept of collaborative education.
4. To promote and develop a cooperative and respectful working relationship between parents, PTA Board Members, Executive Directors, teachers and staff of M 422 (Q2L).
5. To provide curricular and extra-curricular support and resources for the benefit and educational growth of the students.
6. To develop parent leadership and build capacity for greater involvement on all levels.
7. To conduct fundraising activities to support the above objectives.

ARTICLE III – MEMBERSHIP

SECTION 3.1: ELIGIBILITY

Membership shall be automatic to all parents, legally appointed guardians and persons in parental relation to Q2L students [by birth, adoption, step parent or foster parent] currently attending M 422 (Q2L) and Q2L DOE teachers and staff. No membership form is necessary. At the beginning of each school year, a welcome letter shall be distributed to all parents, legally appointed guardians and persons in relation to Q2L students [by birth, adoption, step parent or foster parent] with the intent of educating the membership body of their voting rights and automatic membership to the PTA. Their participation will
be strongly encouraged. Privacy information regarding membership will be strictly kept confidential.

SECTION 3.2: DONATIONS AND CONTRIBUTIONS

Although donations are not required for membership, voting, running for office, or volunteering, the PTA suggests that each family make an annual voluntary donation of $20 per family. All contributions must be made payable to: QUEST TO LEARN PTA. The names of contributors will not be disclosed to the school administration.

SECTION 3.3: VOTING PRIVILEGES

Each member of the Association shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

ARTICLE IV – OFFICERS

SECTION 4.1: TITLES

The officers of the Association shall be as follows:

- Two Co-Presidents
- Two Co-Vice Presidents
- Recording Secretary
- Communications Secretary
- Treasurer

The association must elect the mandatory core officers (Co-Presidents, Recording Secretary and Treasurer) in order to be a functioning PTA. Although it is not mandated by A-660, two Co-Vice Presidents and a Communications Secretary will be elected.

SECTION 4.2: TERM OF OFFICE

The term of office shall be from July 1st through June 30th. In 2009-2010 academic year, the term of officers will be as soon as the elected officials are certified and the term ends on June 30th, 2010. Officers shall be elected between the fourth Monday in May and the second Friday in June to serve a one-year term beginning July 1. Eligibility for office is limited to parents (by birth, adoption, step parent or foster parent), legally appointed guardians or persons in parental relation to students currently attending M 422 (Q2L). No person employed at M 422 (Q2L) or serving as a member of the Community District Education Council shall be eligible to serve as an elected officer.

SECTION 4.3: TERM LIMITS
No person may serve in the same position for more than two consecutive one-year terms unless, after a canvass of the membership, no person is eligible and willing to serve. Under such circumstances, the incumbent may serve a third term, if elected.

**SECTION 4.4: DUTIES OF OFFICERS**

a) **Co-Presidents:** The Co-Presidents shall preside at all meetings of the Association and shall be an ex-officio member/s of all committees except the nominating committee. The Co-Presidents shall provide leadership for the Association’s members. The Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent activities. The Co-Presidents shall attend all regular meetings of the district President’s Council. Between the two co-presidents, the executive board members in consultation with the association 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 region/district president’s council.

b) **Co-Vice Presidents:** The Co-Vice President shall assist the Co-Presidents and shall assume the Co-Presidents’ duties in his/her absence or at the Co-Presidents’ request. For the VP on community building in the event that, a canvass of the membership, the Co-President is unable to identify a member eligible and willing to serve in that position. The Co-Vice President shall be an authorized signatory on all checks and shall assist in the June transfer of records.

c) **Recording Secretary:** The Recording Secretary shall maintain the official record of the proceedings and actions of all Association meetings. He/she shall prepare and collect sign-in sheets for all meetings. The Recording shall prepare and read the minutes of each Association meeting and shall make minutes available upon request. He/she shall maintain custody of the Association’s records and reports, except those of the treasurer.

The Recording Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that copies of the amended bylaws are on file in the principal’s office.

The Recording Secretary shall assist the Treasurer with the June transfer of all PA records to the incoming executive board. The Recording Secretary shall be responsible for the recording the mail received by the Association and for preparing responses or correspondence at the request of the President or Co-Presidents. He/she will also be responsible for preparing and distributing notices and agendas of all Association meetings and distributing other informational material to the Association members. Where appropriate in the interest of the smooth and expeditious administration of the Association’s affairs. In the event the recording secretary becomes ill, the Executive board will appoint a temporary recording secretary until a speedy election fills the position.
d) **Communications Secretary**: The Communications Secretary is responsible for providing/forwarding up-to-date information to all parents in a timely fashion.

e) **Treasurer**: The Treasurer shall be responsible for all financial affairs and the funds of the Association. The Treasurer shall also be responsible for maintaining an updated record of income and expenditures and shall be a required signatory on checks. The Treasurer shall adhere to and implement all financial procedures established by the Association in accordance with the Chancellor’s regulations. The Treasurer shall be prepared to present and provide copies of financial reports at all Association meetings and keep triplet copies of all receipts. The Treasurer shall also prepare and provide the January 31 interim and June annual accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall prepare and assist the Recording Secretary with the June transfer of all PTA records to the incoming Executive Board.

f) **School Leadership Team Membership**: One of the Co-Presidents of the PTA shall automatically serve as a core member of the School Leadership Team. The governing Executive Board in consultation with the Association will determine which Co-Presidents will serve as the core member on the School Leadership Team and which Co-Presidents will serve as the school’s representative to the district’s council. All other parent member representatives shall be elected by the general membership. No person employed in M 422 (Q2L) shall be eligible to serve as a parent member representative on the School Leadership Team.

**SECTION 4.5 ELECTIONS OF OFFICERS**

The yearly election of officers of the PTA must be between the fourth Monday in May and the second Friday in June. Any timeline established by the PA to complete the nominations and election process must adhere to this timeframe. The Principal must be notified in writing of the date of the election two weeks prior to the second Wednesday in May.

**A. NOMINATING COMMITTEE**

1. The nominating committee shall consist of up to five (5) members but no less than three (3) of the members shall be elected by the membership at the March meeting. The other two (2) remaining members shall be appointed by the Co-Presidents with the approval of the Executive Board at its March meeting. The majority of the members of the nominating committee must be members of the general membership who are not members of the Executive Board. The nominating committee shall choose one of its members to serve as chairperson of the nominating committee. No person employed in M 422 (Q2L) shall be eligible to serve on the nominating committee.

2. 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.
B. NOMINATING COMMITTEE RESPONSIBILITIES

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all positions. The nominating committee will also be responsible for conducting the election process. This includes the following:

- Preparing and distributing all notices regarding this process in the applicable language where possible at least ten calendar days in advance of any meeting(s) pertaining the nominations and election process in English and other languages spoken by parents in the school.
- Canvassing the membership for all eligible candidates throughout the months of March through April for all eligible candidates.
- Preparing ballots, attendance sheets, ballot box, tally sheets and other materials pertaining to the election immediately following the April meeting.
- Determining and verifying the eligibility of all interested candidates, prior to the election.
- Reporting the names to date of those candidates during the April meeting.
- Ensuring that an opportunity is provided to all members allowing for nominations, including self
- Nominations, to be taken from the floor during the April meeting.
- Officially closing the nomination process at the end of the May meeting must be held after the fourth Monday in May.
- Reporting the names of all eligible candidates and the positions they are seeking to the membership at least two (2) weeks prior to the June election.
- Notifying the Principal of the date of the election in writing by May 1st.
- Ensuring that only eligible members receive a ballot for voting.
- Conducting the election during the period of time between at the June meeting to be held by the 2nd Friday in June.
- The Chairperson of the Nominating Committee shall be required to ensure that all bullets stated in Section 4.5 Election of Officers are carried out accordingly.

C. Notices

The meeting notice and agenda for the general membership election meeting shall be distributed in writing to all Association members not less than ten (10) days prior to the date. The distribution date shall appear on all notices and will be provided in all languages spoken by parents in the school. It shall inform the members of the date and time of the election and list all candidates in alphabetical order under the office for which they were nominated.

D. Voting Requirements

Each parent (by birth, adoption, step parent or foster parent), legally appointed guardian or person in parental relation to a child currently attending M 422 (Q2L) shall be entitled to one vote. Voting by proxy or absentee ballot is strictly prohibited.
E. Election and Use of Ballots

- The nominating committee shall be responsible for conducting the election. The election must be completed during fourth Monday and the second Friday of June of each school year.
- Voting shall be by written ballot in accordance with Chancellor’s Regulation A-660.
- Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
- Ballots shall be printed with instructions in English and other languages spoken by parents in the school.
- Ballots shall be distributed only after each member signs the verification sign-in sheet.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained for six months following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later, by the chairperson of the nominating committee. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Recording Secretary.
- In an uncontested election, members may vote by show of hands or by acclamation to accept the slate of incoming officers. By motion after a motion has made.
- The elections shall be scheduled at a time and day that encourages maximum membership participation.
- The elections for the school’s leadership team parent member representatives shall be held in accordance with the team’s bylaws. No person employed in M 422 (Q2L) or serving as a community council shall be eligible to serve as a parent member representative on the school’s leadership team.

F. Certification of Elections

When the final tally of votes is complete, the chairperson of the nominating committee shall announce the results of the election to the membership. Within ten (10) days of conducting the election the results of the election, the chairperson shall notify the Principal, Co-Presidents’ Council and the district support officer in writing of the results of the election and state that those results are official.

SECTION 4.6 TRANSITIONS OF OFFICERS (VACANCIES)

All mandatory officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of Co-President will be filled by the First Vice-President for the remainder of the Co-President’s term of office. In the event that the core mandatory offices (Co-Presidents, Co-Vice Presidents, Secretary, and Treasurer) cannot be filled through succession, a special expedited election must be held to fill those vacancies. Officers who wish to resign their positions once an election
has been certified, must do so in writing to the Recording Secretary, and, at that time, shall turn over all records to the Recording Secretary. In the event of the resignation of the Recording Secretary, he/she must transfer all records to the Co-Presidents. Any vacancies on the Board must be reported within 14 days to the general membership an election is to be held by the next scheduled meeting.

SECTION 4.7 SPECIAL EXPEDITED ELECTION PROCESS

Special Expedited Elections shall be held to fill vacancies in the mandatory positions (Co-Presidents, Co-Vice Presidents, Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing vacancies in any or all of the core mandatory officer positions. Notice of any vacancies must be communicated to the general membership at least forty eight hours prior to holding a special election process to fill the vacancy. Officer vacancies can be filled at a special meeting provided there has been at least a five calendar day written notice to the membership.

SECTION 4.8 CONFLICTS OF INTEREST POLICY

PTA members and officers should be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as PTA members or officers. A PTA member or officer who has any direct or indirect interest in a business dealing with the school, the community school district, the Community Education Council (CEC), Citywide Council on Special Education (CCSE), 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. 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 member who has participated in any way in a vote at the school about an issue that has been escalated to the CEC, CCSE or CCHS may not participate in the related council discussions. PTA decisions must be made by vote of only those members of the association who do not have a conflict of interest. In matters where a member or members have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.
ARTICLE V – DISCIPLINARY ACTION

SECTION 5.1 NON-ATTENDANCES AT MEETINGS

If an officer fails to attend three consecutive Executive Board meetings without showing good cause for his/her absence submitting in writing, the Executive Board may (but not required to) recommend that he/she be removed from office. Upon such a recommendation, or a motion from a member of the Association, a vote upon the removal will be scheduled for the next general meeting. The Association’s notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member. An officer may only be removed for failure to attend meetings if two-thirds of the members present vote in favor of removal.

SECTION 5.2 MISCONDUCT OR NEGLECT OF DUTY

Officers or other members of the Executive Board accused of misconduct or neglect of duty may be removed only in accordance with the following procedures:

a. A motion for removal may be presented by any association member during any meeting of the Association to appoint a review committee. The motion must be approved by a vote of the general membership.

b. A majority of the review committee must be members of the Association who are not members of the Executive Board. Executive Board members against whom charges are being contemplated may not serve on the review committee.

c. The review committee must investigate, examine and obtain relevant documents, interview pertinent witnesses, etc. in order to conduct their fact-finding review. All pertinent facts and information shall be considered by the committee. The Executive Board member(s) against whom charges are being contemplated shall have the right to present relevant facts, documents and witnesses.

d. The review committee shall 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 notice and agenda in respect of such meeting shall cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove, absolve, or decline to take action against the accused Executive Board Member(s). An Executive Board member may only be removed from office under this section if two-thirds of the members present vote in favor of removal.

ARTICLE VI – EXECUTIVE BOARD

SECTION 6.1 COMPOSITIONS

The Executive Board shall be composed of the elected officers of the PTA (see Section 4.1). No person employed at M 422 (Q2L) shall be eligible to serve on the Executive
Board. Officers shall be expected to attend all Executive Board Meetings and shall be subject to removal under Article V, Section 5.1 unless a good and valid reason is rendered in writing.

SECTION 6.2 MEETINGS

Regularly scheduled meetings of the Executive Board shall be held monthly (usually one week prior to the general PTA meeting) during the months of September through June. All meetings, including subcommittee meetings, are open to the full membership of the Association. A schedule of proposed Executive Board meetings shall be distributed to all members of the Executive Board and the general membership at the first meeting of the school year. If the dates of the meetings are changed or additional meetings are scheduled, the Corresponding Secretary shall notify all members on the Executive Board and general membership in writing of the date and time at least three days in advance of such meeting.

SECTION 6.3 VOTING

Each member of the Executive Board shall be entitled to one vote.

SECTION 6.4 QUORUMS

Half plus one of the members of the Executive Board present at the meeting and currently serving shall constitute a quorum for official business to be transacted.

ARTICLE VII – ASSOCIATION MEETINGS

Section 7.1 General Membership Meetings

A. The general membership meetings of the Association shall be held monthly (on the first Tuesday each month with meeting date adjustments due to holidays) from September through June at a time and place designated by the Executive Board in accordance with the convenience of the school and the association membership. All meetings must be held in the school, except in extenuating circumstances. Under no circumstances are general membership meetings to be held in private residences. In no event shall there be less than seven general membership meetings during the school year. A schedule of proposed general membership meeting dates shall be prepared by the Executive Board for distribution at the first general membership meeting of the school year. Written notice of each membership meeting, including an agenda, shall be distributed at least ten calendar days prior to the scheduled meeting. The date of distribution shall appear on all notices.

B. All eligible members of the Association may attend and participate during general membership meetings, and may speak to agenda items subject to restrictions in these bylaws.

C. Observers may speak and otherwise participate, if acknowledged by the chair.

Section 7.2 Order of Business
The order of business at meetings of the Association, unless changed by the Executive Board, shall be:

A. Call to order  
B. Reading and approval of minutes  
C. Executive Directors' Report  
D. Co-Presidents' Report  
E. Treasurer's Report  
F. School Leadership Team Report  
G. Committee Reports  
H. Old Business  
I. New Business  
J. Adjournment

Section 7.3 Quorum

A quorum of ten (10) members of the Association not including the Executive Board shall be required to conduct official business.

Section 7.4 Minutes

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

Section 7.5 Special Membership Meetings

A. A special membership meeting may be called to deal with a matter or matters of importance that cannot be postponed until the next general membership meeting. The Co-Presidents or a majority of the Executive Board may call a special membership meeting with a minimum of forty-eight (48) hours written notice to members stating clearly the topic of the meeting.

B. In addition, upon receipt of a written request from five (5) Association members stating clearly the need for a special meeting, the Co-Presidents must call a special membership meeting within eight school days of the request and with forty-eight (48) hours written notice to members stating the reason for the meeting.

Section 7.6 Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order Newly Revised, provided they are not inconsistent with law, policy, regulation and these bylaws.

ARTICLE VIII – COMMITTEES
Section 8.1 Standing Committees

A. Appointment of Committee Chairpersons

The Executive Board shall appoint standing committee chairpersons with the approval of the membership. At the May general membership meeting, a request shall be made for the names of members interested in serving on a standing committee. At the September meeting, the names of those recommended by the Executive Board shall be proposed to the membership for approval. The Co-Presidents shall provide the opportunity for members to join the standing committees. The standing committees of the Association are as follows:

a. Fundraising Committee
b. Budget Committee
c. Hospitality Committee
d. Arts Committee
e. Curriculum Committee
f. Communications Committee
g. Home Base Committee

B. Responsibilities of Committee Chairpersons

It shall be the responsibility of the committee chairpersons to schedule meetings as necessary, notify committee members of all activities, maintain accurate records of all activities, income and expenses (if appropriate) and report monthly to the Executive Board and general membership.

Section 8.2 Ad Hoc Committees

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

B. The Co-Presidents shall appoint chairpersons of the ad-hoc committees with the approval of the Executive Board.

C. The Chairpersons of any ad-hoc committee shall not be voting members of the Executive Board.

D. Chairpersons of ad-hoc Committees have the same responsibilities as those of Standing Committees (see Section 8.1 (B) above).

Section 8.3 Fundraising Committee

A. The Fundraising committee shall be headed by the Vice President of Fundraising responsible for researching and presenting to the membership in the spring information relevant to proposed fundraising events for the following year. The
membership shall vote to approve all fundraising events for the following year at the June meeting and in any event prior to the Co-Presidents’ signing of contracts or agreements relating to such fundraising events. All fundraising events involving students during school hours shall be subject to prior approval from the school principal.

B. Upon approval of the membership, the fundraising committee shall be responsible for all arrangements, notices, committee assignments, and other operational details in preparations for the activities that pertain to the event.

C. The Chairperson of the fundraising event committee and at least one other person designated by the Executive Board shall collect, count, tally and record all orders and payments. (Preferably the treasurer)

D. Monies raised through the Association’s fundraising events shall be secured in the school safe or other secure location within the school at the end of each day, to be transported to the bank no later than 24 hours or as soon as feasible. At the conclusion of the fundraising activity, the funds collected shall be counted by the chairperson of the event and the Treasurer. In the event that the Treasurer is unavailable, the count shall be conducted by the Chairperson of the fundraising event and an elected officer of the Association. In conducting such count, they shall follow procedures established by the Treasurer, which procedures shall include the preparation of written tally signed by both individuals involved in the count.

E. After the conclusion of the count, the money and written tally shall be given to the Treasurer or, if the Treasurer is not available, secured in the school safe. The Treasurer shall, as soon as feasible, confirm the count, prepare a deposit slip, and transport the funds to the bank for deposit.

F. The Treasurer shall prepare a report of the income, expenditures and profit from each fund-raiser for distribution to the general membership pursuant to Chancellor’s Regulation A-660. Such report shall also be filed in the principal’s office.

Section 8.4 Budget Committee

A. The budget committee shall consist of five persons and be chaired by the Treasurer. The committee shall be responsible for:

i) Developing and/or reviewing the budget process, including: a timetable for adoption of the budget, a procedure for authorizing emergency expenditures, and a procedure for counting, securing and depositing all monies received.

ii) Presenting and explaining the budget process to the membership at the June membership meeting.

iii) Preparing a written review of the current year’s budget for discussion at the May membership meeting;

iv) Consulting with the principal and surveying the general membership regarding budgetary needs and priorities for the upcoming school year, and

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v) Preparing a proposed budget for the upcoming school year for adoption by the membership at the June membership meeting.

vi) The development and/or review of the budget process which includes:
   i. 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 with the outgoing Board for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
   ii. The counting and handling of any cash, checks, or money orders received requires at least two non-related PTA members to participate. Received monies shall be counted within the same day, recorded and be signed by the authorized PTA members. All monies must be counted in school.
   iii. No parent and/or staff member shall collect fundraising proceeds from any student without the written approval from the principal.
   iv. All funds shall be deposited in the bank account by the Treasurer within 24 hours of receipt. No funds shall be kept in a member’s home but shall be secured and locked in the school. PTA funds will be taken to the bank for deposit by at least two authorized members.
   v. Documentation related to every transaction must be maintained at the school, i.e., cancelled checks, deposit receipts, purchase orders, PA minutes related to the expenditure, etc.

B. The budget may be amended by vote of the general membership at any membership meeting.

C. All expenditures in excess of $300 not included in the budget at the time of its adoption must be approved by 80% of the Executive Board. Expenditures of $300 or less not included in the adopted budget may be approved by the Executive Board without vote of the membership, but must be reported to the general membership at the next membership meeting.

Section 8.5 Hospitality Committee -
This Committee shall be responsible for special events such as potluck dinners and dances; and shall work with the school in organizing school open houses, school tours and orientation events for incoming students and their parents.

Section 8.6 Arts Committee -
This Committee shall be responsible for pursuing cultural and artistic activities in art, music and theater.
Section 8.7 Curriculum Committee -
This committee is established to serve as a conduit between school faculty and the parent body to enable the mission of Quest to Learn through the facilitation of an effective understanding and support of the unique curriculum offered at Q2L, and to foster appropriate and responsive collaboration at the school in order to best serve the academic needs of the student body.

Section 8.8 Communications Committee -
This committee is responsible for communicating information to the general parent membership and for membership outreach to improve community relations.

Section 8.9 Home Base Committee
This committee comprises of one class parent from each Home Advisory Class and will communicate with the Home Base Teachers regarding certain issues and student needs such as school supplies, parent volunteer help, etc.

ARTICLE IX – FINANCIAL AFFAIRS

Section 9.1 Fiscal Year
The Fiscal year of the Association shall run from July 1 through June 30.

Section 9.2 Signatories
The Co-Presidents and Treasurer shall be authorized to sign checks. All checks shall require at least two signatures, one of which must be that of the Treasurer. Signatories shall not be related by blood or marriage.

Section 9.3 Financial Accounting

A. The Treasurer shall be responsible for all monies of the PTA and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor.

B. The Treasurer, at least one other PTA Officers, the chairperson(s) of the fundraising committee and additional persons as needed shall be designated and approved by the PTA Executive Board to collect, count, tally and record all orders and payments.

C. When monies have been collected and tallied, the Treasurer shall deposit the monies in a responsible banking institution selected by the Association within 48 hours. Until deposited, such monies shall be secured in the school safe or another secure location within the school. Procedures for making deposits shall be as follows:
   a. All persons substantially involved in counting and tallying the funds shall sign a written report setting forth their tally;
   b. A deposit slip shall be prepared identifying the source of the monies to be deposited; and
   c. The Treasurer shall transport the monies to the bank for deposit.
D. All original financial records of the Association, including checkbooks, ledgers, canceled checks, invoices, receipts, etc., shall be maintained and secured on school premises. The Treasurer may store their personal notes or computerized records and copies of Association records necessary to efficient performance of their duties off of the school premises.

E. The Treasurer shall prepare and provide copies of an interim financial accounting report by January 31 and an annual financial accounting report by the June meeting. These reports shall include all income and expenditures, and shall be presented to and reviewed by the general membership at a scheduled meeting. Copies of these reports shall be provided to the principal and shall be available to all members on request.

F. Checks can be made out to individuals who present receipts for purchases related to fundraising and other PTA activities that are determined to be appropriate by at least three members of the Executive Board.

Section 9.4 Audit

A. Upon the request of any member of the Executive Board or upon written request from five (5) members of the Association, an audit committee shall be formed to review the Association’s financial records.

B. The Co-Presidents shall request volunteers to form an audit committee of three to five (3-5) persons. Executive Board members, if they are not check signatories may serve on an audit committee, but the majority of the committee shall be members of the Association who are not members of the Executive Board.

C. The audit committee shall prepare an audit of all financial affairs of the organization with the help of the Treasurer, who shall make all the books and records available to them.

D. Additional duties of the audit committee may include the examination of all relevant financial statements, records of disbursements, verification of all Association equipment and ensuring that bylaw provisions for the expenditure of funds have been followed.

E. The audit committee may be authorized by the Executive Board or the general membership to seek outside help in performing its duties. If such outside assistance cannot be acquired without material cost, the expenditure must be approved by the general membership.

F. The audit committee shall prepare a written report to be presented to the membership at its June meeting upon completion of their review and investigation, as applicable.

ARTICLE X – AMENDMENTS

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and it appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise stated in the motion.