

# BYLAWS

Of

## Parent Teacher Association of PS79, Inc.

Christie Yiannis Les  
CO-PRESIDENT'S NAME

Christie Yiannis Les  
CO-PRESIDENT'S SIGNATURE

1/5/11  
DATE

Ingrid Hennessey  
CO-PRESIDENT'S NAME

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CO-PRESIDENT'S SIGNATURE

1/5/11  
DATE

GiGi Papayiannis  
RECORDING SECRETARY'S NAME

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RECORDING SECRETARY'S SIGNATURE

1-5-11  
DATE

APPROVED BY THE MEMBERSHIP ON  
December 22, 2010

## Article I - Name

The name of the association shall be the **Parent Teacher Association of PS79, Inc.**

## Article II – Objectives

The objectives of the Association are to provide support and resources to the school for the benefit and educational growth of the children; to develop a cooperative working relationship between the parents 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 PS79 are automatically members of the Parent Teacher Association of PS79. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending PS79. Parents of a child who is attending PS79 full time while on the register of a citywide program are automatically members of the Parent Teacher Association of PS79. At the beginning of each school year, the association shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Membership shall be open to all teachers, including and not limited to paraprofessionals, school aides, school secretaries, custodians and food service workers currently employed at the school.

### **Section 2 Donations**

Donations are not a requirement for membership, voting or candidacy. Each member shall be requested to make a voluntary donation of \$20.00.

### **Section 3 Voting Privileges**

Each parent of a child currently enrolled at PS79 shall be entitled to one vote only, even if the parent may have more than one child attending PS79. Proxy voting or absentee balloting is prohibited. Each teacher, paraprofessionals, school aides, school secretaries, custodians and food service workers currently employed at the school shall be entitled to one vote. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A-660 (CR A-660).

## Article IV – Officers

### Section 1 Titles

The officers of the association shall be: president or co-presidents (two willing members may serve provided that they have been nominated as a team and have been elected as a team), recording secretary, treasurer, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, 3<sup>rd</sup> vice president and corresponding secretary. The association must elect the mandatory officers: president, recording secretary, and treasurer, in order to be a functioning PTA. There shall be no qualifications for any office other than to be a parent of a child attending PS79.

### Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office. Term limits for each officer position for the association shall be two consecutive one year terms. The 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 (Co-Presidents):** The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of PTA committees with the approval of the executive board. The president (co-presidents) shall delegate responsibilities to other PTA 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 and prepare the monthly agendas for the executive and general membership meetings. The president shall be one or the co-presidents shall both be eligible signatories on checks. The president shall attend OFEA professional development seminars relating to association leadership. The president shall assist with the June transfer of PTA records to the incoming executive board. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council. The president (co-presidents) shall prepare a newsletter to all members which contain, at minimum, messages from the principal, PTA president/co-presidents, list of executive board members, all PTA meeting dates, student and parent events and any other material deemed appropriate. The president (co-presidents) is requested to be present for two picture day events and all PTA fundraisers. The president (co-presidents) is requested to attend two CEC meetings per school year.

**Recording Secretary:** The recording secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The recording secretary's responsibilities shall include the preparation of meeting notice, sign-in sheets and materials for distribution. The recording secretary shall prepare a draft of the previous month's minutes and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall assist with the June transfer of all PTA records to the incoming executive board. The recording secretary is requested to be present for two picture day events and all PTA fundraisers. The recording secretary is requested to attend two CEC meetings per school year.

**Treasurer:** The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. A written treasurer's report must be given at every executive board and general membership meeting. This report must include a statement of all transactions, including income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. Copies of the PTA treasurer's reports must be given to the principal and posted on the parent bulletin board. The treasurer shall attend OFEA professional development seminars relating to financial affairs. The treasurer shall assist with the June transfer of all PTA records to the incoming executive board. The treasurer is requested to be present for two picture day events and all PTA fundraisers. The treasurer is requested to attend two CEC meetings per school year.

**1<sup>st</sup> Vice President:** The 1<sup>st</sup> vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The 1<sup>st</sup> vice-president is requested to be present for two picture day events and all PTA fundraisers. The 1<sup>st</sup> vice-president is requested to attend two CEC meetings per school year.

**2<sup>nd</sup> Vice President:** The 2<sup>nd</sup> vice-president shall assist the president (co-presidents) and the 1<sup>st</sup> vice-president. The 2<sup>nd</sup> Vice president shall assume the president's (co-presidents) or 1<sup>st</sup> vice-president duties in his/her or their absence or request. The 2<sup>nd</sup> vice-president is requested to be present for two picture day events and all PTA fundraisers. The 2<sup>nd</sup> vice-president is requested to attend two CEC meetings per school year.

**3<sup>rd</sup> Vice President:** The 3<sup>rd</sup> vice-president shall assist the president (co-presidents) the 1<sup>st</sup> vice-president or 2<sup>nd</sup> vice-president. The 3<sup>rd</sup> Vice president shall assume the president's (co-presidents), 1st vice-president or 2<sup>nd</sup> vice president duties in his/her or their absence or request. The 3<sup>rd</sup> vice-president is requested to be present for two picture day events and all PTA fundraisers. The 3<sup>rd</sup> vice-president is requested to attend two CEC meetings per school year.

**Corresponding Secretary:** The corresponding secretary shall be responsible for reviewing correspondence addressed to the PTA of PS79 with board approval. He/she shall make a copy of the bylaws and make available at all meetings upon request from any member. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The corresponding secretary is requested to be present for two picture day events and all PTA fundraisers. The corresponding secretary is requested to attend two CEC meetings per school year.

#### **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. Any timeline established by the PTA 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 by May 1.

##### **4.1. Nominating Committee:**

A nominating committee must be established during the February's general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at PS79 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 English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election meeting. This includes the following: