

**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

Ingrid Hennessey  
CO-PRESIDENT'S SIGNATURE

1/5/11  
DATE

GiGi Papayiannis  
RECORDING SECRETARY'S NAME

GiGi Papayiannis  
RECORDING SECRETARY'S SIGNATURE

1-5-11  
DATE

APPROVED BY THE MEMBERSHIP ON  
December 22, 2010

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660. Notices should be translated into languages spoken by parents in the school whenever possible;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the May or June meeting;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election.

The appropriate Presidents' Council and/or OFEA must conduct an expedited election if a nominating committee cannot be formed.

**4.2. Notices:**

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

**4.3. Contested Elections and Use of Ballots:**

- Written ballot shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of co-presidents must be listed as a team.
- Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school whenever possible.
- Ballots shall be distributed once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If the chairperson will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming recording secretary.

**4.4. 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.

**4.5. Officer Vacancies:**

All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all association records. The ranking of officers for succession purposes shall be: president (co-presidents), 1<sup>st</sup> vice-president, 2<sup>nd</sup> vice-president, 3<sup>rd</sup> vice-president, corresponding secretary, treasurer and recording secretary.

**4.6. Expedited Election Process:**

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

**Section 5 Education Council Selectors**

In the case of co-presidents, the remaining executive board members will vote to choose who will be the CEC, CCSE, CCELL or CCHS selectors.

## **Section 6 June Transfer of Records**

The outgoing PTA executive board shall arrange for the orderly transfer of records and information of the PTA, which shall include an overview of all PTA transactions for the school year, to the incoming executive board. 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 three (3) consecutive executive board or general membership meetings shall be removed from office by recommendation of the executive board or motion from a member and two-thirds vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration.

PTA officers may also be removed for unsatisfactory performance by following the procedure outlined below:

- At any general membership meeting, a PTA 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 PTA 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 PTA's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of a PTA 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.

## **Article V - Executive Board**

### **Section 1 Composition**

The executive board shall be composed of the elected officers of the association. Employees of **PS79** shall be ineligible to serve as an elected officer of the association. Officers shall be expected to attend all executive board and general membership meetings.

**Section 2 Meetings**

Regularly scheduled meetings of the executive board shall be held monthly, September through June, with consideration of school calendar events, never on a legal or religious holiday.

**Section 3 Voting**

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

**Section 4 Quorum**

**A majority of** members of the executive board shall constitute a quorum, allowing for official business to be transacted.

**Section 5 Teacher Representatives**

Two (2) Teachers shall serve as Representatives to the "Executive Board". Either or both Teacher Representatives shall attend Executive Board meetings and General meetings whenever possible. The two (2) Teacher Representatives shall be enrolled members of the association, chosen by the faculty. If the faculty cannot come up with two Teacher representatives, the PTA Executive Board can ask for teacher volunteers. The UFT Representative shall give the names of the Teacher Representatives to the PTA by September 30th. If a vacancy occurs in the position of Teacher Representative, it shall be filled (as soon as possible, for the balance of the school year) by the same method previously employed. Teacher Representatives are chosen for a term of one (1) year. They may serve unlimited times as long as they are chosen each year. They shall be introduced to the membership at the first meeting they are able to attend.

**Article VI – General Membership Meetings**

**Section 1 General Membership Meetings**

**1.1** The general membership meetings of the association shall be held on the 3<sup>rd</sup> Monday of each month from September through June, at 8:30am, unless such day falls on a legal or religious holiday, subject to change, with notice and/or in accordance to parent survey or upon review of the bylaws. (Once a month on any given day, Monday thru Friday of every month, 8:30 am, 12:00pm or 7:00pm). 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.

**1.2** All meetings, including committee and executive board meetings must be held in PS79. Under no circumstances are PTA meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

**1.3** All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.

1.4 Observers may speak and otherwise participate, if acknowledged by the president (co-presidents).