

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

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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

Section 2 Order of Business

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

- Call to Order
- Reading and Approval of Minutes
- Principal's Report
- School Leadership Team Report
- President's Report
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of eight (8) members of the association shall be required in order to conduct official association business. – The quorum for a general membership meeting must consist of representation by at least eight (8) PTA members, including a minimum of two (2) executive board members and six (6) parent/teacher members.

Section 4 Minutes

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

Section 5 Special Membership Meetings

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 PTA members, the president must call a special membership meeting within five school days of the request and with 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

The president (co-presidents) will appoint standing committee chairpersons with the approval of the executive board. Ad-hoc committees shall be established by executive board approval. The standing committees of the association are the following:

- A. Audit
- B. Budget
- C. Bylaw (formed every three years for thorough review of these bylaws)
- D. Exit 5
- E. Fifth Grade Graduation
- F. Fifth Grade Yearbook
- G. Fundraising
- H. Hospitality
- I. Learning Leaders(One-to-One tutoring program)
- J. Lice
- K. Membership
- L. Nominating
- M. School Leadership Team
- N. School Store
- O. Title 1(1% Parent Involvement-Subcommittee)
- P. Vision

A. Audit -- The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

Check signatories cannot serve on the audit committee. Audit committee shall be responsible for conducting an audit of all financial affairs of the association two (2) times a year (October & March).