

# 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

**B. Budget** – the Treasurer shall be the chairperson of the budget committee, as per Chancellor's Regulations. They shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.)

**C. Bylaws** – In accordance with Chancellor Regulations, bylaws must be reviewed by the membership at least once every three years or earlier if there are revisions to the Chancellor's Regulations. A committee with the co-chairs of the President / (Co-Presidents) shall serve as one of the co-chairs on this committee. The bylaw committee will be responsible for reviewing P.S. 79's current bylaws and revising them in compliance with Chancellor's Regulations. Amended bylaws must be adopted by vote of the general membership. The committee will be responsible for providing a copy of adopted bylaws to the Recording Secretary in both printed and electronic form if possible. Three (3) printed copies are to be given: one for the file of the Principal; one for the file of the Superintendent and Office of Family Engagement & Advocacy and one for the file of the Parent Coordinator.

**D. Exit 5** - The Exit 5 Committee shall assist school staff in opening the Exit 5 door at the designated time in the morning before school begins to allow students to enter the building. The committee will be outdoors to open car doors and move traffic flow. The doors must be securely closed when the bell rings. All notices must be approved by the PTA President / Co-Presidents.

**E. Fifth Grade Graduation Committee** -- The committee shall be responsible to design or create or purchase the graduation gift for the fifth grade graduates. After the Executive Board has approved the gift, this committee shall be in charge of ordering and putting together the appropriate keepsake gift. All notices must be approved by the PTA President/Co-Presidents.

**F. Fifth Grade Yearbook** -- The Yearbook committee shall be responsible for providing the fifth grade teachers with cameras, developing the film, and together with other parent volunteers arranging the fifth grade yearbook. All notices must be approved by the PTA President/Co-Presidents.

**G. Fundraising** – The fundraising committee shall assist and coordinate PTA fundraisers throughout the year. As per Chancellor's Regulations, all fundraisers should be tied to the goals of the PTA including school-related purposes. The chairperson of fundraising shall be familiar with the A-610 and A-660 regulations. Proceeds from fundraisers must be used to supplement or complement the educational, social and cultural programs or the school. The fundraising committee will ensure that all regulations and policy issues are followed in planning a fundraiser. Approval will be secured by the principal for fundraisers taking place during school hours or involving the children. They will research proposed fundraisers. The fundraising committee will ensure that a consent form is on file in the Principal's office for each child photographed for picture day. The committee will also make themselves available to assist the Principal with his/her fundraisers if requested.

The Chairperson(s) shall be responsible for the collecting and recording of monies under the supervision of any or all board member(s) until such is turned over to the Treasurer for deposit. Monies collected should be counted by two persons, initialed for and kept in the safe for the Treasurer to deposit. The committee shall also be responsible for maintaining a list of donations. All notices must be approved by the PTA President/Co-Presidents.

**H. Hospitality** -- The committee shall be responsible for arranging light refreshments at meetings of the membership and at any of its activities, as appropriate. It is also the responsibility of the hospitality committee to maintain appropriate stock in the PTA room. As per Chancellor's Regulations, PTA members may only be reimbursed for PTA out-of-pocket expenses if they submit receipts, and the check is made payable to the PTA member.

**I. Learning Leaders (one-to-one Tutoring Program)** -- It shall be the responsibility of the committee in cooperation with Learning Leaders to canvass for volunteers to tutor students of P.S. 79. Evaluations of students eligible for the program will be coordinated with teachers/staff. The Chairperson shall be responsible for coordinating with the Learning Leaders Program Director the three training sessions for certification of new parent volunteers, assigning parents to children and keeping record of sign-in book. Committee will also coordinate an end-of-year celebration for tutored children in June. All notices must be approved by the PTA President/Co-Presidents.

**J. Lice** -- It shall be the responsibility of the committee to canvass class parents for volunteers to conduct monthly lice check on each child. The committee is also responsible for re-checks and absentees. Notices of dates will be coordinated with the President/Co-President and the Administration and distributed prior to lice check. All notices must be approved by the PTA President/Co-Presidents.

**K. Membership** --The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The Chairperson for the Membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership 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.

The membership committee shall be responsible for the distribution and collection of enrollment envelopes, The Chairperson(s) shall be responsible for the collecting and recording of monies under the supervision of any or all board member(s) until such is turned over to the Treasurer for deposit. Monies collected should be counted by two persons, initialed for and