

**GAYHEAD
ELEMENTARY
SCHOOL PTA**

PROCEDURES MANUAL

April 2015

Gayhead PTA Procedures Manual

The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

The Purpose of PTA

- To promote the welfare of the children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

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INTRODUCTION

The 2001-2002 executive board decided to create this manual to provide our members with better training and to document our policies. We hope that it will improve our efficiency and allow us to focus on promoting the education, health and well-being of children in the home, school and community.

The PTA's basic framework is outlined in our bylaws. They determine structure and provide specific rules for governing the organization. These provisions are "so important that they deserve careful deliberation before action is taken to change them" (NYS PTA Handbook). They can be changed only with 30 days' prior notice and 2/3 vote of the membership. They may not be suspended at any time, and our review (and approval by the region and state) is required every 3 years.

We found that in addition to our bylaws, we needed a more detailed set of instructions to prevent "reinventing the wheel" each year. As a matter of fact, the NYS PTA Handbook states that "a well organized and efficient PTA should have a written set of procedures to assist in making its bylaws effective." These procedures are sometimes called standing rules and are used to administer affairs under the provisions of the bylaws. They are adopted and amended by a majority vote of the executive board, and can be temporarily suspended. We believe that they will serve as a valuable tool for the orientation of new board members and will insure the orderly transfer of duties from one administration to the next.

Each year, copies of this manual should be distributed to all PTA members in leadership positions at a training session held prior to or early in the school year. The president is responsible for reviewing the procedures each year and bringing changes to the executive board for approval.

NOTE: In some of the procedures, the bylaws are restated or phrased differently for clarification. If at any time there appears to be a conflict, the bylaws shall prevail.

ORGANIZATIONAL STRUCTURE

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NATIONAL, STATE, REGION, COUNCIL AND LOCAL UNITS: STRUCTURE

ANNUAL NATIONAL CONVENTION

Voting Delegates - Governing Body
One delegate per state for each 1,000 members or major fraction thereof.
National Board Members

NATIONAL BOARD OF DIRECTORS

Elected Officers, Elected board members and appointees.
National Council of States - composed of 10 at-large members and one member from each state congress. National PTA Bylaws

NYS PTA ANNUAL CONVENTION

Voting Delegates - Governing Body
Unit members are represented by voting delegates at Convention - unit president plus one delegate for every 100 members. Council Presidents and State Board Delegates each have one vote.

NEW YORK STATE PTA

Governed by State Board Members including officers elected by convention body - appointed region directors, chairmen, special assignees and immediate past president.
New York State PTA Bylaws

PTA REGIONS (16) - TACONIC

Region Director is a member of State PTA Board of Managers
Composed of the Councils and Units in a designated area
Region PTA Bylaws

COUNCILS (127) - WAPPINGERS

Composed of at least 3 units in a school district
Membership is represented by delegates from each unit
Council Bylaws

LOCAL PARENT-TEACHER ASSOCIATIONS (over 1,500)

Composed of the Individual Members - The foundation of PTA
PTA Unit Bylaws

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NATIONAL, STATE REGION, COUNCIL AND LOCAL UNITS: SERVICES

On all levels PTA provides resources, leadership training, representation, and opportunities for participation. Membership in the New York State and National PTA affords nonprofit 501(c)(3) status which entitles PTAs to purchase and receive tax deductible donations.

	HOW THE NATIONAL PTA SERVES LOCAL UNITS/COUNCILS	HOW THE NEW YORK PTA SERVES LOCAL UNITS/COUNCILS	HOW THE REGION PTA SERVES THE LOCAL UNIT/COUNCIL
R E S O U R C E S	<p>All presidents receive free of charge:</p> <ul style="list-style-type: none"> • National PTA Handbook - information on all phases of parent-teacher work • Our Children - magazine focusing on issues to keep leaders abreast of current concerns • "What's Happening in Washington" - a legislative bulletin devoted to federal legislation and issues of national concern. <p>Publications on specific subjects designed to help PTA board members.</p> <p>Brochures and program kits available to PTAs free or at nominal cost. Consult the National PTA Catalog</p>	<p>All presidents receive free of charge:</p> <ul style="list-style-type: none"> • New York State PTA Handbook - guide prepared specifically for PTA leaders • New York Parent-Teacher - magazine with a focus on the work and ideas for PTAs and PTA people • "Legislation Bulletin" - up-to-date information on legislative issues. • Publications - guides and brochures on specific topics and issues • Mailings on timely issues • Materials which are unsurpassed in providing ready answers <p>State chairmen are available to answer questions and provide information on specific subjects.</p>	<p>Region Directory containing the names, addresses, and phone numbers of all region board members is provided.</p> <p>Assistant directors (A.D.s) are available to provide assistance when requested.</p> <p>Region chairmen are available to answer questions on specific topics and to provide resources.</p> <p>Region newsletter is published to provide information on region conferences and other important information.</p>
R E P R E S E N T A T I O N	<p>National PTA provides a voice in Washington representing PTA positions before Congress and governmental agencies.</p> <p>National PTA through its annual resolutions provides the PTA with a vehicle by which concerns that are national in scope can be addressed throughout the nation.</p> <p>National PTA represents you on many committees, commissions, and boards of directors.</p> <p>State presidents serve on the all-volunteer National PTA Board of Directors providing an avenue for two-way communication between state PTAs and the National PTA.</p>	<p>New York State PTA provides a voice in Albany representing PTA concerns before the state legislature and government agencies.</p> <p>New York State PTA represents you on many state commissions, committees, and board of directors.</p> <p>New York State PTA - through its annual resolutions process - provides a vehicle for input on its legislative policy and local concerns with statewide implications.</p> <p>Region directors serve on the State Board of Managers and bring concerns to and information from the state PTA to the region.</p>	<p>Region PTA represents you on many committees, commissions, and boards of directors.</p> <p>Region PTA represents you at hearings of local government agencies and at state hearings.</p> <p>□</p>

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NATIONAL, STATE, REGION, COUNCIL AND LOCAL UNITS: SERVICES (cont'd)			
	HOW THE NATIONAL PTA SERVES LOCAL UNITS/COUNCILS	HOW THE NEW YORK PTA SERVES LOCAL UNITS/COUNCILS	HOW THE REGION PTA SERVES THE LOCAL UNIT/COUNCIL
L E A D E R S H I P	<p>National PTA representatives conduct leadership training workshops at conferences and conventions.</p>	<p>State chairmen and officers:</p> <ul style="list-style-type: none"> • Conduct leadership training workshops at both state convention and region conferences • Share their expertise with PTA leaders at all levels • Write articles for the New York Parent-Teacher 	<p>Regions offer a variety of conferences and workshops for local units and councils providing an opportunity for leadership training and a chance to explore the function of PTA beyond the local level. These may include:</p> <ul style="list-style-type: none"> • Fall and Spring Conference • Presidents / Principals Dinner • Presidents / Officers Round Table • Legislation workshops and seminars • Resolutions workshop • Membership workshops • Schools of Instruction • Workshops and seminars relating to various chairmanships and for parent education <p>Region officers and chairmen provide guidance to local officers and chairmen.</p>
P A R T I C I P A T I O N	<p>You may:</p> <ul style="list-style-type: none"> • Attend national convention, elect officers, and vote on the adoption of PTA resolutions and bylaws. • Participate in the National PTA Reflections program. • Apply for National PTA grants on specific issues. • Participate in any of the National PTA projects for which kits are provided. 	<p>You may attend:</p> <ul style="list-style-type: none"> • State convention and elect officers and vote on the adoption of resolutions and bylaws. • PTA Day in Albany and meet with legislators to further PTA's work on behalf of children and youth. • Summer Experience Leadership Training. • Legislation / Education Conference. 	<p>At the region annual meeting, you elect officers and vote on bylaw changes.</p>

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Resources Provided By PTA

National PTA

- Annual Resources for PTAs reference manual (now also online)
- Our Children magazine (now also online)
- Public website: www.PTA.org
- Members only website (see back of membership card)
- Annual convention including training workshops/exhibitors
- Toll-free phone number: 1-800-307-4PTA
- E-mail to office: info@PTA.org
- E-learning (conflict management, goal setting, leadership style assessment)
- Back-to-School website
- Back-to-School Legislative Action Packet
- Electronic newsletters
- Reflections Program
- Toll-free legislative hotline: 1-888-4-ALL-KIDS
- "Where We Stand" resolutions and positions

New York State PTA

- Resource Guide reference manual
- New York Parent-Teacher magazine
- Fast Facts news sheet
- Public website: www.NYSPTA.org
- Summer Experience leadership conference
- Annual convention including training workshops and exhibitors
- Toll-free phone number: 1-877-5NYSPTA
- E-mail to office: pta.office@NYSPTA.org
- Legislation-Education Conference
- Bylaws patterns and instructions
- "Where We Stand", "Basic Policy" positions
- Chairmen and Region Directors - networking opportunities
- Education Review publication (information on the Commissioner and Board of Regents)
- E-mail services for news about education across the state (EDNEWS) and legislation that pertains to education (LEGINFO)

Region PTA

- Region Newsletter (TAP)
- Directory of contact information
- Region website: www.TaconicPTA.org
- Assistant Directors and Committee Chairs who act as resources and liasons to units
- Schools of Instruction for specific needs
- Fall Conference (workshops)
- Reflections reception
- Legislative Luncheon
- Performing Arts Showcase
- Officer and Chairmen training
- Presidents Dessert (roundtable)
- Membership and Treasurer's workshop

Units, Councils and Community

- Directories
- Websites
- Newsletters
- Programs
- Parents As Reading Partners
- Bylaws and Procedures books
- Special publications

Adapted from Leading the PTA Way: The Power of Sharing Resources

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STRUCTURE OF GAYHEAD'S UNIT

Officers/Executive
Committee:

President
President-elect
Corresponding Secretary
Recording Secretary
Treasurer

Vice President of Administration
Vice President of Communications
Vice President of Events
Vice President of Fundraising

Executive Board:

Members of the Executive Committee:

President
President-elect
Vice President of Administration
Vice President of Communication
Vice President of Events
Vice President of Fundraising
Corresponding Secretary
Recording Secretary
Treasurer

Special Appointments:

Board of Education Representative
Council Delegate
Legislative Delegate

Past President(s)
Principal
Principal, Assistant
Safety Committee Liaison
SLT Liaison
Special Education Representative
Teacher Liaison (s)

Plus Chairs of Standing Committees:

Book Fair
Community Outreach
Digital Historian
Finance Committee
Grizzly Growl
Membership
Parent Education
Programs
Electronic Media Administrator
Wellness
Yearbook
School Store
Math Olympiad
Buying with Benefits (Box Tops, Campbells
Labels, Coke Rewards, Kellogg's, Amazon etc.)

Special Committees:

Emerging Adolescence
Fall Social
Spirit Wear
Fifth Grade Musical
Intergenerational Event

P.A.R.P.
Reflections
School Directory
School Pictures
Spelling Bee

Screen-Free Week
Staff Appreciation
Parent Education
Welcoming
Directory

Required Committees:

Audit
Budget
Nominating

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DUTIES OF OFFICERS AND COMMITTEES

☆ Officers

Specific duties of each officer are outlined in the bylaws. They must all "meet the fiduciary duties of careful and prudent judgment and adherence to the organization's purpose and rules." The following additional information is intended as a supplement:

◆ President

The President as presiding officer shall:

- Preside at all meetings of the association, executive board, and executive committee.
- Preserve order while establishing a climate in which members feel comfortable in participating.
- Follow standard order of business with a prepared agenda.
- Refer to him / herself impersonally as "the chair."
- State motions clearly after they have been seconded and before allowing discussion.
- Maintain a fair and impartial position at all times.
- Refrain from entering discussion. Avoid personal bias when presenting information.
- Recognize members who have not spoken to the question in preference to those who have.
- Put the question to a vote and declare the result.
- Vote when voting is by ballot or to break a tie (not advisable when vote is by voice or show of hands in order to maintain impartiality).

The president as administrative officer shall:

- Become familiar with PTA materials.
- Confer with the executive committee in making plans for the unit/council.
- Appoint chairmen of standing and special committees in accordance with bylaws.
- Call on chairmen to present their plans of work for approval after discussion and amendment by the executive board before taking action.
- Call on chairmen to report their activities.
- Delegate certain administrative duties to each vice president and other board members.
- Serve as ex officio of all committees except nominating and auditing committees. (Can attend all meetings except nominating committee.)
- Call for required reports in accordance with specified procedures.
- Represent the unit at council and region meetings at convention or appoint an alternate.
- Sign contracts, orders, vouchers, and or checks as specified in the bylaws.
- Check with board members before meetings to be sure their reports are ready to be presented.
 - ◆ Distribute materials or mail to appropriate board members. Share publications with members.
 - ◆ Have a copy of the bylaws at every meeting.

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- ♦ **President elect** - in addition to the duties outlined in the bylaws, shall:
 - Act as aide to the President
 - Be a member *ex-officio* of all committees except the nominating committee or the audit committee. The president elect may not be an *ex-officio*, elected or appointed member of these two committees.
 - Assume the position of the President at the conclusion of the term of president elect.
 - Act as parliamentarian.
 - Be an alternate signer of checks.
 - Make meeting arrangements.
 - Represent the association at functions / meetings the president cannot attend.
 - Attend PTA region and state leadership training workshops.
 - Conduct training session for incoming board members.
 - Chair the committee(s) to select candidates for state and region PTA awards.
 - Coordinate the volunteer appreciation event at end of year.
 - Present outgoing president with thank you gift (PTA funds may be used for items such as a PTA pin; any other type of item may be purchased with personal donations from the board.)

- ♦ **Vice-Presidents** - act as liaisons to specified committees and should be in contact with the chairs to discuss any questions or concerns, and to support the chair in resolving issues.
 - **VP of Administration:** Hospitality, Membership, School Directory, Staff Appreciation, Welcoming
 - **VP of Communication:** Community Outreach, Grizzly Growl, Digital Archivist/Historian, Intergenerational, Parent Education, Electronic Media Administrator, Wellness, Yearbook. This VP also administers the Creative Teaching Grants and obtains final approval from the Executive Board.
 - **VP of Events:** Emerging Adolescence (Father/Son, Mother/Daughter), Fall Social, Fifth Grade Musical, P.A.R.P., Programs, Reflections, Spelling Bee, Math Olympiad
 - **VP of Fundraising:** Book Fair, Fundraising, School Pictures, Spirit Wear, School Store, Buying with Benefits

- ♦ **Recording Secretary** - in addition to the duties outlined in the bylaws, shall:
 - See that minutes are presented for approval at the following meeting.
 - Assist the president in preparing the agenda.
 - Bring to each meeting the following: copy of approved bylaws, procedures, list of members, agenda, minutes of previous meeting including treasurer's report, list of unfinished business, list of all committees, their chairmen and members.
 - Keep a record of attendance at meetings.

- ♦ **Corresponding Secretary** - in addition to the duties outlined in the bylaws, shall:
 - Send cards from the PTA to staff members upon their retirement, or to mark the occasion of a birth or death in their immediate family.
 - Review files stored in copier. Remove obsolete files when required.
 - Maintain supply of copier paper and assist with copier maintenance/repair issues.
 - Copy usage should be recorded and sent/called into the copier company.

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- ♦ **Treasurer** - in addition to the duties outlined in the bylaws, shall:
 - Manages PTA assets, including bank accounts, financial procedures, tax filings
 - Prepare a monthly report listing individual deposits and disbursements.
 - Maintain a record of all donations and ensure proper receipt is given to donor.

★ **Committee Chairs** - appointed by the President in cooperation with the Executive Committee and shall:

- Meet with a committee to discuss plans for the year.
- Present plans of work to executive board for approval.
- Report to executive board when necessary.
- Attend meetings pertaining to chairmanship.
- Hold committee meetings when necessary.
- Encourage committee members to share in the planning, doing, and evaluating of the work.
- Prepare a year-end report.
- Contact region PTA counterparts when necessary.

★ **Executive Committee** - Composed of the officers, this organization's official duties are covered in the bylaws. In general, this is a small group with limited power, namely that of appointing committee chair people.

★ **Executive Board** - Its official duties are covered in the bylaws, but in general, this group is responsible for the work of the PTA and has a substantial role in leading the organization. Members of the Executive Board shall also:

- Attend unit/council meetings.
- Attend region and state PTA workshops and conferences pertaining to their work.
- Notify president when they are unable to attend a meeting.
- Keep a record of expenses and submit bills to treasurer.
- Be ready to report (in writing) at executive and general membership meetings when necessary.
- Study the files of their predecessors.
- Keep records of their work to be turned over to their successors including all materials pertaining to the position.
- Perform duties as assigned to them from time to time.

♦ **Special Appointments** - These positions are held by individuals who are appointed by the President, in cooperation with the Executive Committee. These people also hold a voting position on the Executive Board. See below for tasks associated with each current special appointment.

♦ **Standing Committees** - These committees have on-going responsibility throughout the school year. The chairs hold a voting position on the Executive Board. See below for tasks associated with each current standing committee.

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★ **Special Committees** - These are created for a special purpose by the association or by the Executive Board. Once their work is complete and their final report accepted, they may go out of existence. See below for tasks associated with each current special committee.

★ **Required Committees** - These committees must be formed each year and operate according to the provisions set forth in the bylaws.

POSITION DESCRIPTIONS

(listed alphabetically for Special Appointments, Standing and Special Committees)

Board of Education Representative - Attends School Board meetings and reports back to the unit.

Book Fair - Plans this as a fundraising event, which is usually held in Fall to coincide with Fall Social and in Spring to coincide with PARP wrap up event.

Community Outreach - Collects and provides items for distribution to Gayhead students needing assistance.

Council Delegate - Attends PTA Council meetings and reports back to the unit. Also brings any concerns of the unit to the council, and participates in council programs when asked or assigned.

Digital Historian - maintains a record of PTA events and activities for the year.

Electronic Media Administrator (EMA) - Updates and maintains the PTA website and media sources

Emerging Adolescence (Father/Son, Mother/Daughter Nights) - Plans an informational evening for 5th grade children and their parents, with the theme of emerging adolescence. A film is followed by discussion and refreshments.

Fall Social - Plans this event for Gayhead families, teachers and staff to come together at the school for a fun event; in the past, this has been an ice cream social.

Fifth Grade Musical - Plans, with music teacher or outside assistance, an opportunity for 5th graders to perform in a production.

Fundraising - Organizes and executes fundraising event(s) for the PTA.

Grizzly Growl - Publishes a newsletter featuring PTA information and events.

Hospitality - Arranges for refreshments for PTA meetings and other related PTA functions.

Intergenerational Event - a social setting to bring together students and senior citizens.

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Legislative Delegate - Becomes informed about legislation issues being addressed by the state and national PTA. Attends conferences and reports back to the unit.

Math Olympiad - Plans events for students to test their skills in Maths. These are submitted to a national math society.

Membership - Recruits, enrolls PTA members and advises the PTA Treasurer of dues to be paid to NYS

Parent Education - Coordinates and promotes programs of interest to parents, either in the evenings or in a conference format.

Parents As Reading Partners (PARP) - Organizes a reading incentive program for K-5. This is a NYS PTA sponsored program designed to foster the love of reading in children by asking parents to set aside fifteen minutes daily to read with their children.

Programs - Coordinates programs and assemblies for students, integrating the themes with the curriculum.

Reflections - Coordinates Gayhead's submissions to this National PTA arts recognition and achievement program for students. Each year a new theme is introduced, and students may submit works in several categories: Dance Choreography, Film Production, Literature, Visual Art, Musical Composition and Photography. The art is judged on creativity and originality and prizes are awarded at the local, state and national levels.

Safety Liaison - Works with the school and district on safety matters.

School Directory - Creates and distributes a school directory of student names, addresses and phone numbers. Published information is by parent request and with parent permission. Information published in the directory is for personal reference only and is intended as a resource tool for faculty and families of the Gayhead Community.

School Leadership Team (SLT) Liaison - Is a state mandated program. The SLT is made up of faculty, staff and parents who work cooperatively to plan and implement improvements within the school.

School Pictures - Works with Executive Committee approved photography company to take individual and class pictures of students in Fall and Spring

Special Education Representative - Becomes informed about Special Education issues being addressed in WCSD by attending the SEPAC monthly meetings and reports back to the unit.

Spelling Bee - Plans an event for students to test their skills at spelling. Coordinates activities with district when appropriate.

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Staff Appreciation - Coordinates a formal recognition of school staff which includes administrative, transportation, custodial, teaching, food service, secretarial and other professional staff.

Teacher Liaison (s) - Shares information from the PTA with teachers and brings teacher feedback to the PTA.

Spirit Wear - Organizes and coordinates the purchasing, ordering and distribution of sportswear with the Gayhead logo.

Welcoming - Plans and organizes a welcoming event, held at Gayhead, for families.

Wellness - Participates as part of a school-wide team to promote healthy choices for students, staff and parents.

Yearbook - Assists to create, develop and distribute the school yearbook. This is sometimes done as part of a student year book club.

PARLIAMENTARY PROCEDURES

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BYLAWS

See description in the Introduction.

Two official copies exist - one should be kept in the President's Procedure Manual and the other should be kept by the Recording Secretary with the minutes. Additional copies should be handed out by the President to all officers, special appointments and committee chair people. Officers in particular should make sure they have a comprehensive understanding of the information that is contained in the bylaws.

VOTING

The following must be approved by the general membership: the budget (including any changes), the slate of *officers*, and the bylaws (including any changes). The association (or the executive board) can also create or dissolve special committees.

The executive board must approve the creation or dissolution of standing committees, the plans of work of standing committees, and *officer* replacements in the case of vacancies. The executive board (or the association) can also create or dissolve special committees.

The executive committee must approve the President's appointments of committee chairs, parliamentarian and council delegate.

When a vote is not required, the presiding officer can ask for consensus on a particular issue.

ELECTIONS

The Nominating Committee will document the proposed slate of officers on the notice for the May general membership meeting, at which time the slate will be formally presented and additional nominations may be made from the floor.

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MAKING A MOTION

"Parliamentary law is an accepted set of rules by which deliberative assemblies arrive at the majority opinion of those present - accurately, impartially, and in the minimum amount of time. Every member should understand at least the fundamentals of correct procedure and consider it a duty to be able to use them in taking part in the business meeting of the association. *Robert's Rules of Order Newly Revised* is the parliamentary authority adopted by the National PTA. Its use by units and councils is required" (NYS PTA Handbook). The basic method of making a decision is through a motion.

When the time has come to vote, the following is a general process to follow:

- ★ A member should state "I move that...". A motion ballot should be submitted to the corresponding secretary once the motion has been made. It is extremely important that the recording secretary has this document - it is attached to the meeting minutes to ensure accurate recording. The corresponding secretary should read it back to make sure it accurately reflects the issue being voted on. The secretary should also record the name of the person making the motion.
- ★ Once the motion has been made, it should be seconded to show that more than one person is interested in the issue. (This is not necessary if the motion was made on behalf of a committee.) The secretary should record the name of the person.
- ★ At this time, the presiding officer should restate the motion and ask if there is any discussion. The secretary can document the key points made, but does not need to record names.
- ★ Once everyone has been heard, the vote should be taken.
- ★ In most cases, a show of hands is used to support the motion (all in favor) or to vote against it (all opposed). If there is any conflict of interest or a wish not to show favor or disfavor, a member may abstain from voting (any abstentions).
- ★ The motion carries if the majority of the votes cast are in favor. (A 2/3 vote is needed to amend the bylaws or to limit debate.) The secretary must record the outcome of the vote.

A motion that is being discussed may be amended, by adding, removing, or changing words. Amendments must be seconded and voted upon individually before the motion itself goes to a vote.

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If an issue is complex, causes lengthy debate, or is on a topic that needs research, the best course of action is to refer it to a committee for study.

MEETINGS

According to the bylaws, regular meetings of the association must be held at least 3 times during the year. The dates and times for these meetings are determined by the executive board, and at least one days' notice must be given.

The executive board must meet at least twice a year, the dates and times to be determined by the board. At least seven days' notice must be given. See bylaws for emergency meetings.

The executive committee shall meet at the call of the president or a majority of the executive committee members. At least seven days' notice must be given. See bylaws for emergency meetings.

An agenda should be prepared and distributed in advance which follows a standard format:

Meeting Type (circle one):	Executive Committee	Executive Board
Membership		
Meeting Date:	_____	
Meeting Time:	_____	
Program:	_____	(Topic)
	_____	(Presenter)
Previous Minutes should recorded in the	No motion is necessary, but if there are corrections, they be noted on the secretary's file copy and also current minutes.	
Treasurer's Report	No motion or approval is required.	
Correspondence	Can be read or summarized by the Corresponding Secretary.	
Executive Board Report	A summary of the previous meeting.	
Standing Committees Reports	Typically only required for those committees with upcoming events or recently completed activity.	
Special Committees Reports	Same as above.	
Unfinished Business	Items should be listed specifically.	
New Business	Same as above	
Principals' Reports	Opportunity for both the Principal and Assistant Principal to make announcements or to invite discussion.	
Announcements	As many as possible should be printed on the agenda.	

For each type of meeting, attendance should be taken. The Recording Secretary should announce whether a **quorum** exists. This is the number of voting members

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who must be present in order that business can be transacted. This is a majority of members for the Executive Committee and the Board, and 15 people for the General Membership. If a quorum does not exist, any business transacted is null and void. However, where an important opportunity would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency with the hope that their action will be ratified by a later meeting at which a quorum is present.

ADMINISTRATIVE MATTERS

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COPIER

Location:	PTA Room (off of small cafeteria)
Paper Supply:	Provided in PTA Room. Contact Corresponding Secretary if not available.
Procedures:	Obtain key to PTA Room from Main Office
Copy supplies:	Corresponding Secretary is responsible for contacting the copier company for <ul style="list-style-type: none">• toner• maintenance
Document Storage:	Committee Chairs are encouraged to scan frequently used forms and large documents and save to the copier. Committee Chairs may maintain his/her committee documents. The Corresponding Secretary may review and delete as required.

MAILBOXES

General PTA Box:	Main Office - part of staff mailboxes, labeled PTA
Hang-files:	Main Office - beneath mailboxes, contains current committee folders; any mail or information specific to committee should be placed here

KEYS

For:	PTA Room
Location:	Main Office
For:	Display case
Location:	See Principal's Secretary

SUPPLIES

What:	Office supplies, paper products, etc. (See latest inventory list for details.)
Location:	PTA Room (paper products are in the hospitality cabinet). See Executive Committee for combination
Inventory:	Should be performed and documented annually (in June) by the outgoing and incoming Executive Committees

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INSURANCE

Some activities can be dangerous and jeopardize the safety of our children and youth in spite of precautions taken. Think ahead, weigh the consequences, and plan carefully. Such activities can jeopardize the insurance coverage for all PTAs in New York State. **Consult with a Gayhead PTA Vice President before planning any event, to make sure all conditions are met.**

Green Light Events: Approved activities include book fairs, ice cream social, parent education workshops, and science fairs.

Yellow Light Events: May require additional insurance coverage, waivers of liability and certificate of insurance, and notification to our insurance agent, Region Director or Assistant Director. Examples include bowling, craft fairs, , and holiday boutiques.

Red Light Events: These activities and events should be avoided. **Individual PTA officers may be held personally liable for conducting any event listed here:** animal rides, bounce houses, dunk tanks, ropes and challenge courses, Velcro walls and contact sports.

Refer to NYS PTA Resource Guide for Current list of defined events in each category.

USE OF SCHOOL FACILITIES

Obtain Approval: When planning events, committee chair, VP or President must obtain prior PTA President approval before approaching the principal's office for approval - provide the following information: type of event, date and time. A building usage form maybe required

Calendar: If approved, record date and time on school calendar - see principal's secretary. Inform the Electronic Media Administrator (EMA) to update PTA electronic resources.

Custodian Support: Principal's secretary will advise custodians

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PTA EQUIPMENT

Items / Location: Die-cut machine and laminator are in the library.
Microphones (2) are in the PTA Room.
Sound system is in the back stage area.
Camera (Year book)
Label maker (PTA room)
Cash Registers (PTA room)
Printers (PTA room)

Procedure: See librarian, sign out of PTA Room or contact VP of Events.

COMMITTEE WORK

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NOTE: "A committee has no authority, must never incur debt, or commit the organization in any way not authorized in the bylaws or by vote of the executive board or general membership." (NYS PTA Handbook)

PLANS OF WORK

Each chairperson is responsible for completed a Plan of Work form and, after its approval by the executive board, shall carry out its provisions. This strategic plan should include an estimate of how the funds allocated in the budget will be used.

NOTEBOOKS

Each chairperson will maintain a folder or notebook of pertinent information (minutes of meetings, contracts, timelines, flyers, copies of expense vouchers, etc.) and will turn it over to his/her successor in June.

MEMBERS AND MEETINGS

Committee members are typically recruited at school events or PTA meetings. Chairs should contact anyone who has signed up to participate to introduce themselves and to confirm their willingness to contribute. Be sure to poll interested members to see what days and times are convenient for meetings.

For each meeting, have an agenda of items you wish to discuss. It is desirable to send these out ahead of time, especially if members are due to report or provide specific details. Minutes should be kept to record attendance, action items and follow-up work.

Chair people should remember to personally thank each committee member for their contribution after the event or school year is complete.

FINAL REPORTS

Each committee chairperson is responsible for completing a Final Report form and submitting it to their respective Vice President.

COMMUNICATIONS

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GRIZZLY GROWL

The PTA newsletter is primarily written/compiled by the editor with no less than one page (front and back) in length. Articles consist mainly of submissions from PTA committees, welcoming other submissions from teachers, students, and parents and must contain author/contact name and phone number (room #, where applicable).

Due dates are set by editor and can be extended where editor deems necessary.

Editor may use their discretion when choosing printer, staying within budget guidelines set by Treasurer. Electronic distribution should be used whenever possible.

Distribution is as follows:

- ★ 1 per Gayhead family
- ★ 1 per Gayhead PTA President
- ★ 1 per Gayhead principal/vice principal (staff optional)
- ★ 1 per WCSD PTA presidents
- ★ 1 per Superintendent of Schools - WCSD at district office
- ★ 1 per Board of Education member (9) - WCSD at district office

Editor should send to the Gayhead PTA Electronic Media Administrator (EMA) for posting on the website.

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PUBLIC RELATIONS

Communicate to the community beyond the newsletter audience.

Approval from the President and/or VP's should be obtained prior to contacting any business or community member on behalf of the PTA.

Publicize the Gayhead PTA's programs and activities. Examples:

- ★ Write letters to the editor, local government, and to the school board about your PTA's activities and policies on issues.
- ★ Send news releases about activities to local papers; use their "calendar of events".
- ★ Use public service TV and radio stations for announcements. Check with all media for format preference of submitted materials.
- ★ Consider putting displays in malls, bank and store windows, libraries, town halls, town bulletin boards, the post office, senior citizen centers. * See finance section for information on soliciting donations.
- ★ Ask if you can publicize PTA information in other PTA newsletters in your area.

PTA representatives have the right and duty to stand up for PTA positions. However, you cannot speak for the PTA's membership unless a vote has been taken at a general meeting. When taking a stand, identify for whom you are speaking, state that this is the state or National PTA position, or if a local issue, that it is the local PTA position.

NOTE: All printed material must follow "Printed Take Home Material" procedures.

CALENDAR

A complete listing of PTA events should be maintained and shared with parents (at PTA meetings, on web site and/or sent home).

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TAKE HOME MATERIAL

All material that is to be distributed in school and taken home by the students must follow the guidelines listed below:

- ★ All flyers must have "Gayhead Elementary School PTA" on it, and must include a contact name and phone number.
- ★ Committee chairs are responsible for obtaining approval from the President. Material should be emailed to the President and appropriate VP
- ★ The principal must approve the final draft of the document.

Fliers should left in the the teacher's mailboxes in the main office. Items are not to be distributed to the classrooms unless approved by the principal or assistant principal.

Give a copy of distributed materials to Digital Archivist/Historian. Hardcopies can be left in monthly file in PTA office.

WEB SITE

Gayhead's URL is www.gayhead@my-pta.org.

If you would like information posted on the PTA page, contact our Electronic Media Administrator (EMA) for guidelines.

FINANCES

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BUDGET

The treasurer is responsible for chairing the Budget Committee which is appointed by the executive board. The budget committee should follow the timeline below:

March

- ★ Form committee and set date in April for committee meeting(s).

MAY

- ★ Hold budget meeting to work on proposed budget for upcoming year to be presented to the executive board for approval and voted on at the May general membership meeting.

The committee should:

- 1. Review the program for the coming year.*
- 2. Consider the cost of new programs and projects.*
- 3. Include money for anticipated expenses for committees, conferences, workshops, subscriptions, publications and publicity.*
- 4. Provide sufficient carryover funds to function during summer and until dues and fund-raiser are collected in the fall.*
- 5. Review current budget to determine if there are ongoing expenses that should be included.*
- 6. Compare past budgets.*
- 7. Consider the amount of money on hand.*
- 8. Refer to prior years' income and expenses to budget accordingly.*
- 9. Include fundraising plan to support income statement.*
- 10. Finalize budget numbers to present to executive board for review.*

- ★ Present budget to executive board for review - amend if necessary.
- ★ Present budget to general membership, line by line, for approval. Discuss and amend if necessary, prior to vote.

At each membership meeting, the treasurer will report on actual spending against the budget, and will highlight any areas of concern.

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TAX EXEMPT STATUS

To qualify for a federal income tax exemption as a charitable organization under Section 501(c)(3) of the Internal Revenue Code, a nonprofit organization must be organized and operated exclusively for charitable purposes.

The PTA has an ST-119 Exempt Organization Certificate, which contains the PTA's 6 digit NYS sales tax exemption number, and must be retained as evidence of our tax exempt status. It does not expire, as long as the organization is still operating and in good standing.

To make tax exempt purchases, the PTA must provide the vendor with a properly completed ST-119.1 Exempt Organization Purchase Certificate. This Exempt Organization Certificate should be filed with each vendor when purchase are made. When subsequent purchases are made, a vendor should be reminded that a certificate is on file. Always take a copy of the Exempt Organization Purchase Certificate when making purchases for the Gayhead PTA. Copies are available in the PTA room or from the Treasurer.

Vendors with Gayhead's tax exempt number on file:

See Treasurer for current list of vendors

NOTE: If the cost savings that results from a personal membership in a discount program (i.e., Sam's Club or BJ's) exceeds the tax exempt benefit, the Treasurer will consider reimbursing a member for any sales tax paid. Some "Members Only" stores do accept the tax exempt certificate, but the tax must be paid at the register and then reimbursed at the customer service desk.

Contact the Treasurer to see if NYS sales tax needs to be collected on any items sold by the PTA.

If the PTA owns the inventory and resells it, e.g. School Store, Holiday Shop, NYS sales tax needs to be collected.

If inventory is on consignment (i.e. the PTA doesn't own it) it is the vendor/seller who is liable to pay NYS sales tax not the PTA. Make sure you read the contract, to verify this!

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Amending/Replacing ST-119 Exempt Organization Certificate

A reason to request a replacement or ***amend the certificate is a change in officers (e.g. new President)*** or address change. These changes should be reported ***within 30 days of the change***. To do this complete Part A of your original ST-119 and submit it.

As of writing, the original ST-119 (it's on card stock, the size of a business envelope) is located in a protective sleeve in the Treasurer's Procedures and Notebook. If you can't find the original ST-119, submit a letter requesting a replacement copy; include the FEIN number of the PTA, the Tax Exempt number, full name of the PTA, mailing and physical address of the school, and the phone number and email for the president. The letter must be signed by the PTA president and dated.

Mail the Letter to:

NYS Department of Tax and Finance,
Sales Tax Exempt Organization Unit,
State Office Campus Building 9, Room 154
Albany, NY, 12227

When you receive the replacement/amended ST-119 certificate make copies and keep the originals in the permanent file.

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EXPENSES

Committee Expenses are items which are approved by the individual committee chairperson to be paid by the PTA in order to run the committee event. Examples of this may be ice cream for the Fall Social, books to give out as prizes for PARP, paper for making posters. The PTA does not reimburse for personal items such as a new shirt for the PTA meeting, or a new coffee pot to serve coffee at your committee meeting. Each committee is run on a budget and it is the committee chairperson's responsibility to stay within that budget.

Other Expenses include insurance, council dues, accountant fees, and copier rental which are paid from invoices directly by the treasurer.

The following guidelines have been put in place for committee members to follow in order to receive reimbursement or pay an invoice:

1. All invoices, bills and requests for reimbursement must be accompanied by a PTA EXPENSE VOUCHER. Full and complete details must be supplied. An itemized receipt, invoice or contract should be attached to the voucher when it is submitted for payment. If a receipt is missing, a LOST RECEIPT FORM must also be filled out,
2. Please use tax-exempt forms when making purchases, as we are unable to reimburse for sales tax, due to our tax-exempt status.
3. Expense vouchers and tax-exempt forms can be found in the PTA office, from your committee chairs or from the Treasurer.
4. Expense vouchers can be submitted to the Treasurer at any meeting, or to the President in her absence. Expense vouchers can also be placed in the Treasurer's file in the Main Office. Checks usually will not be issued the same day the voucher is submitted but will be paid promptly. All expense vouchers should include a mailing address.
5. You are encouraged to call the Treasurer if you know in advance of a meeting that a reimbursement is due to you. This will expedite your payment. A voucher with documentation is still required before the check can be presented. This can be prepared at the meeting.
6. Any expense incurred in conjunction with a program, workshop, etc. should be authorized by the committee chairperson.
7. Please submit expenses close to the time of the event or shortly thereafter as is possible, usually within 30 days.
8. If a check was issued, but subsequently lost, fill out a REQUEST FOR REPLACEMENT OF LOST CHECK FORM and submit to the Treasurer.

If a chairperson knows in advance that the committee's expenses will be more than the amount allotted in the budget, he/she must contact the Treasurer. Overages of less than \$50 may be approved by the Treasurer. Amounts over \$50 will require approval from the Executive Committee, and over \$100 will require a vote by the general membership.

MONEY SPENT ABOVE THE BUDGETED ALLOCATION WITHOUT PRIOR AUTHORIZATION MAY NOT BE REIMBURSED.

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COLLECTION OF FUNDS

The following guidelines have been put in place for committee members to follow when money is received:

1. When receipts are anticipated, the chairperson of the event should obtain a RECEIPTS VOUCHER from the PTA website, the Treasurer or from the PTA supplies in the main office. All money collected **MUST** be accompanied by this form. Money must be counted by **two PTA members** who both sign the form before it is given to the Treasurer.
2. For large check deposits, e.g. Fundraiser, Yearbook, etc., you are no longer limited by the number of checks on the Bank Deposit/Receipts Voucher. If you wish to exceed 17 checks, attach a page to the Receipts Voucher with the number of checks, check number and check amount. The Receipts Voucher should have "See attached" written across the Checks area, the total number of checks to be deposited and the total check amount recorded, in addition to any cash and coins collected and the Grand Total.
3. Prior to the event, the chairperson must schedule a date and time when the money will be handed over to the Treasurer. This handoff should be done as soon as possible but should not exceed a week from receiving the funds. The report of income and expense from the chairperson of the event should agree with the Treasurer's deposit of funds. The chairperson should keep copies of all expense and receipt vouchers.

Checks must be made out to "Gayhead PTA". Request phone numbers are printed/written on the check, and the memo line is used to indicate purpose (ie Membership, Book Fair, Yearbook, Donation etc.)

Committee chairs need to make sure that this policy is included on all flyers and material related to any event where money will be collected. They are also responsible for reviewing all checks (verify check is made out to "Gayhead PTA", amount is filled out, check is signed, etc.) before they are given to the Treasurer.

PTA funds should never be deposited into a personal account.

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CASH ADVANCES

Cash advances may be requested for a cash box or large purchase by using the following procedures:

1. Cash advances may be requested when needed by using a CASH ADVANCE REQUEST, found on the website or in the PTA office. Form must have reason for advance filled in. For advances under \$100, the president must approve. For advances between \$100 and \$300, the approval of a VP or president-elect is required. Any amount over \$300 requires a majority of the Executive Board's approval.
2. After the cash is spent or used for cash box, the advance must be cleared within one week. The advanced can be cleared in one of the following ways:
 - a. Submit an Expense Voucher with receipts. Please note on the voucher that this was from a cash advance.
 - b. Submit a Receipt Voucher with the funds. Please note that the voucher was from a cash advance. Please make this voucher for the exact amount of the cash advance.
 - c. Submit both forms with appropriate documentation. For example, if a \$30 cash advance was issued, \$20 expense voucher with receipt and \$10 receipt voucher with funds should be submitted to treasurer.
3. Either the money must be returned or the receipts submitted within one week using the above forms. Please note on the forms that this receipt was from a cash advance.

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CASH BOX

A cash box should be requested at least one week prior to an event. Available cash boxes are located in the PTA room.

A Cash Advance is used for requesting the starting amount of money needed for the cash box. This amount should be appropriate to the event.

The treasurer will issue a check to the committee chair for the amount necessary. The committee chair is responsible to cash the check and get the necessary cash breakdown (cash and coin) to start the cash box/drawer.

During the event the cash box should not be left unattended.

If an event is multiple days it is NOT necessary to make multiple Cash Advance requests for the starting amount. The committee chair should retain an amount close to the original requested amount for the next days event.

Cash box should be counted by two PTA members and all money (above the initial requested amount) logged on the receipt voucher and submitted to the treasurer at the end of the day. If the event is multiple days, the receipt voucher and cash (above the advance amount) should be given to the treasurer each day, NOT held to the end of the event.

Coin should be rolled in coin wrappers when possible for ease of deposit.

Coin wrappers and currency straps can be found in the PTA room.

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DONATIONS

Solicitation for monetary or goods and services needs prior approval from Executive Committee member(s) prior to approaching company.

Monetary Donations must be given to the treasurer as soon as possible but should not exceed a week. Any supporting documentation should be given to the treasurer as well.

Goods and Services

If goods or services are supplied, the treasurer must be given details of the transaction (description of items or time and place of services, including \$ value) as soon as possible, but not longer than a week. The treasurer will issue receipts and keep records to submit to the IRS with our tax filing.

FUNDING REQUESTS

People wishing to request funds may do so at any time during the year, but funds are limited, therefore the best time to put in funds requests would be before the budget is formed (in the Spring). In order to request funds, a person must complete the following:

1. Complete a REQUEST FOR FUNDS form, which can be found on the PTA website or in the Main Office, including all information with as much detail as possible.
2. Submit the form to the treasurer and president for approval. The request may be returned for additional information before presenting it to the membership.
3. The request is then submitted to the membership for a vote. With prior notice, a majority of those present must approve. Otherwise, the vote requires two-thirds of the members to approve.

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AUDIT

The bylaws require that an audit committee of no fewer than 3 members (or a professional auditor) examine the treasurer's accounts and, "satisfied that they are correct, sign a statement of that fact to be presented for adoption by the membership".

The PTA's fiscal year runs from July 1st to June 30th. The treasurer should have all records organized and ready to present to the audit committee by July 10th. The committee then checks to make sure that bank accounts have been reconciled, checks have been issued correctly and that transactions were posted accurately. The committee also verifies that procedures have been followed, and may make recommendations for updating them or introducing new policies.

The committee submits their report at the start of the school year, and the outgoing treasurer gives the necessary reports and records to an accountant for the preparation of Form 990/990EZ for the IRS.

APPENDICES

- ★ Budget
- ★ Tax Exempt Form
- ★ Receipts Voucher
- ★ Expense Voucher
- ★ Cash Advance Request
- ★ Lost Receipt Form
- ★ Request for Replacement of Lost Check Form
- ★ Application for Funds Form

- ★ Committee Plan of Work
- ★ Committee Final Report
- ★ Procedure and Request to use PTA Sound Equipment

- ★ Gayhead Elementary PTA Bylaws