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Meadow Drive PTA

**Procedures Manual
2019-2020**

Version date 12/3/19

INTRODUCTION

Procedures serve as a cumulative record of the association's experience and serve as a guideline for current and future officers and chairpersons. Procedures are the rules an organization uses to administer its affairs under the provisions of the Bylaws.

Together, Bylaws and procedures provide for authority and the administration of the affairs of the PTA. These procedures are ongoing and are subject to changes as the need arises. Procedures are adopted by the executive board and amended at a unit meeting.

No advance notice is necessary. Changes must be noted in the minutes and go into effect immediately.

It is the responsibility of the President/Co-President or any person appointed by the President/Co-President to make appropriate changes in the Procedures and Guidelines book. Procedures shall be amended to conform to changes in the units Bylaws and as required by New York State and National PTA Bylaws amendments.

A procedure book serves as a permanent record of PTA activities and ensures ongoing PTA program of work. It should contain material, information, and records needed for the jobs.

GENERAL PROCEDURES

The following procedures apply to all PTA events.

1. Only a President/Co-President can sign contracts.
2. A nominating committee should exhaust every effort to find a sole president before using co-presidents. The office of presidency only gets one vote, so in moments of voting, only one president may cast a vote.
3. All dates of events are set by the President.
4. A member in good standing is a member who attends PTA meetings and has paid membership dues.
5. Only a member in good standing can be on the Exec. Committee or the Exec. Board.
6. Only a member in good standing can be an event Chairperson.
7. All members can view the Procedures and Guidelines book, a hard copy of which should be kept in the office and a digital copy readily available on the unit website. The unit President should also have a copy available at each meeting as well as a copy of the bylaws.
8. Distribution lists, names, email, and home addresses, etc. are to be used strictly for PTA purposes. They are not to be released to other groups or used for any other reason.
9. When authorized to present the position of the Executive Committee, present only the Executive Committee position voted upon. Do not present personal views.
10. While anyone may attend a meeting, only members can vote, make motions, and speak at PTA meetings. The Membership Chairperson should have an updated list on hand at every meeting.
11. PTA supports *issues* NOT *candidates*. It is important to remember this in school board elections. A PTA member while on school property and/or acting in an official PTA capacity may do no electioneering.
12. PTA shall not fundraise for other organizations or for a single child, although they may simply share information about events/fundraisers to which they pertain (without *promoting* them).
13. PTA should not make monetary donations to other organizations.

PTA funds are to be spent solely for the purpose of carrying out the objectives described in the Meadow Drive PTA bylaws (Article III. Section 1)

UNIT COMMUNICATION

Meadow Drive PTA recognizes the importance of communication within its membership, as well as with the Mineola School District and our community. Communication exists in various forms:

- Verbal (in person or on the phone)
- Traditional mailings
- Digital/Electronic (i.e., emails, Facebook, Twitter as well as texting and texting apps)

Meadow PTA policy is to include the PTA President or his/her designee on all important communication. Important communication includes, but is not limited to, communication with the school principal, or any individual, group or organization that is affiliated with the school district. It is best to cc meadowdrpta@gmail.com on all email correspondence with administration and/or staff concerning PTA events.

Email Guidelines:

1. Make sure to include the topic of the email in the subject field. (Suggestion: start the subject with the name of the Event and Meadow Drive PTA.)
2. When sending email, please note one of the following calls to action:
 - Informational: “no response is necessary”
 - Singular: “respond directly to me” (No need for the entire group to see the reply.)
 - Communal: “respond to the entire group”
3. When responding, always include the text to which you are responding.
4. Keep this in mind if an immediate response is necessary. You may want to use an alternate communication medium. This is a volunteer position and a response may not be received the same day. If you need an immediate, time-sensitive response, it is best to call a member of the executive committee.
5. If chairing an event, please operate with the MeadowDr_____ gmail address passed on to you. This allows you to learn from past chairpersons and keeps information in a PTA sponsored

account, ensuring that emails aren't lost or overlooked in your personal email account. It also makes it easier to pass the torch.

PTA Code of Conduct

As a member of the PTA Executive Committee I will:

- Be knowledgeable and acquire information pertinent to my PTA duties, then share and report this information to others. I acknowledge that learning is an expectation as well as a continuing process and that information should be obtained from a variety of sources, including worldwide media, websites, and National PTA.
- Advocate for children.
- Be open-minded, positive, and approachable when dealing with fellow members and with the public, presenting a positive and open image for the PTA.
- Work collaboratively in-house, with outside organizations, and within the greater Mineola community in order to strengthen PTA.
- Be reliable and perform my duties to the best of my abilities in a cooperative and timely manner.
- Dedicate the time needed to fulfill my duties. If I am temporarily unable to do my PTA job, I will notify the President and work out a plan ensuring the work gets done. If I cannot regularly fulfill my duties, I will resign. I am responsible for my duties and assignments.
- Be respectful of others.
- Be flexible and open to compromise.
- Remain accountable for my words and deeds.
- Conduct myself in an ethical manner.
- Understand that any items purchased with PTA funds remain the property of PTA.

Executive Committee

Duties of the **President** include:

JULY:

- Have a fun social gathering where officers can get to know each other without discussing PTA business!
- Build a Summer Packet to go home with the school's August mailing. Include membership form, class parent information, and event volunteer forms. Have packet reviewed by principal and send to copy center.
- Meet with the Principal to discuss plans for the upcoming school year, including but not limited to: After School Clubs, In-School Assemblies, PTA Events, , etc.
- Meet with Executive Committee to choose Chairpersons for the upcoming year. (These decisions will also impact the Executive Board for the upcoming year.)
- Alert chairpersons to their role and provide them Procedures.

AUGUST:

- Host a Chairpersons Meet 'n Greet. Welcome them, provide instruction, be a resource for their questions.
- Meet with Treasurer to make a budget.
- Meet with Executive Board to determine dates of meetings throughout the year, adopt new or amend current procedures, and review/advise/approve budget to be pitched to general membership at first PTA meeting.
- Seek out volunteers to be a welcoming presence at the Pre-k/K visitation. Contact Paul in advance to set up a table in the lobby.
- Begin planning the Welcome Back Picnic with Executive Committee. Make Committee Action Plan and submit to the Executive Board. Take inventory of Snifty Pencils, Spiritwear, etc. in the PTA closet.

SEPTEMBER

- Be present for Class Parent Lottery.
- Prepare for first PTA meeting! Work with Recording Secretary on Agenda.
- Assist Executive Committee host the Welcome Back Picnic.

Duties of the **Vice-Presidents** include:

- Over the summer, vice-presidents help the executive committee determine chairpersons and then choose for which events they will act as point person.
- Act as right-hand to president.

Duties of the **Treasurer** include:

- Budget preparation and maintenance
- Present budget updates at PTA meetings

Duties of the **Corresponding Secretary** include:

- Email all members about events and important information via MemberHub.
- Be an admin on social media accounts.

Duties of the **Recording Secretary** include:

- Writing minutes of all meetings.
- Assisting the President with meeting agendas.
- Updating newly elected officers via MemberHub.
- Removing admin access of outgoing offices from MemberHub.

Executive Board and Committee Chairs

The Executive Board consists of the **Executive Committee, District Council delegates, SEPTA liaison, all Chairpersons of Standing (year round) Committees,** and the **Immediate Past President.**

If all efforts to secure one president were exhausted and a co-presidency evolved, the executive board will assign roles to each co-president, including which will be the Immediate Past President at the end of their one year term. Remember, all positions are up for election every year.

Chairperson Selection:

- Committee Chair positions are available every year.
- Chosen by the President in conjunction with the Executive Committee
- Member in good standing with the Meadow Drive PTA
- Served on a committee in prior years unless no one else requests the position

Committee Chairpersons shall:

- Assume official duties upon appointment and perform all duties as outlined in the Bylaws and Procedures.
- Provide Committee Plan of Action [See Appendix A] to the President or his/her designee for approval before any action is taken in planning events, including any expenditures. You may meet with President and/or Executive Committee and obtain approval before or after any general PTA meeting, leave a copy of your Action Plan in the PTA mailbox in the office, or email it to the President/Executive Committee. The sooner before the event, the better.
- Use the designated email for all communication related to the event/program as provided by the President, (i.e., MeadowDrPlants@gmail.com), instead of a personal email address.
- Before posting pictures to social media (i.e., at an in-school assembly), contact principal for a DO NOT PHOTO list.
- Contact all members that have signed up to volunteer for your committee. Once they have been contacted, if you feel you need more volunteers, ask the Corresponding Secretary to send an email to recruit volunteers.
- Make all volunteers feel *welcome* and *useful*. Be friendly and remember to delegate.
- On Day of Event, have committee volunteers sign a Sign-in Sheet. Copy must be handed in to Executive Committee. (You may leave it in the PTA mailbox in the front office on your way out

or take a picture and email it to meadowdrpta@gmail.com.) This is very important we need to keep a list of volunteers in attendance at all events.

- Contact President and/or Principal for confirmation that building/location/venue has been secured for your event.
- All flyers must be emailed to President for approval. Presidents will have reviewed by the principal and send them to copy center. A PTA copy card is also kept in the office for small batches of copies.
- Flyers should include the following: “Meadow Drive PTA events are intended to be all inclusive. If your child needs special accommodations, or if you have any inclusion related suggestions related to this event, please email the SEPTA Liaison”
- Once approved, Chairperson is responsible for emailing a digital copy to the Corresponding Secretary for distribution to all PTA members via MemberHub and social media and emailing a copy to the website manager.
- Use MemberHub to create an Event/Program specific Hub and use functions such as calendar, white board and volunteer sign- ups for communication with members.
- Submits bills and receipts to the treasurer promptly with expense voucher attached. No check will be disbursed without the Expense Voucher filled out by you.
- Count all income received with a second person and forward all monies to the Treasurer immediately following counting. Coordinate time with treasurer to pick up money at the end of your event. If your event has money coming in beforehand, you are to hand it in to treasurer within a day of receiving.
- Keep records of money budgeted and spent by Committee. Stay within your approved budget. Do your best to be cost effective and look out for ways to save money. If additional funds are needed, send a request to the Executive Committee for review and, if approved, make a motion at the next general membership meeting to increase funds.
- If last name on a submitted check is different from a student’s last name, include the student’s last name on check. That way if a check is returned, the treasurer will better know who to contact.
- Notify PTA Executive Board if you feel procedures for your committee need to be updated. Submit request at next PTA Meeting.
- Prepare and report at meetings activities of the Committee. Contact the President prior to meeting when a report is to be given, so that the update may be placed on the agenda.

In the event that a chairperson fails to comply with bylaws and procedures, action will be taken to remove said chairperson.

Expense Report Instructions

When filling out your expense report please remember the following important instructions:

1. Please use a tax exempt form for all purchases: http://www.upstate.edu/travel/pdf/nys_st-119-1.pdf
2. Use the Meadow Drive PTA Tax Exempt number: 117802
3. Please fill out your name/address/phone number.
4. Please indicate the Committee or Activity/Expense Line.
5. Please attach all receipts to the form.
6. Please make sure to indicate either 'reimbursement requested' or 'payment requested.'
7. You can drop your form in the PTA mailbox at the school office or send via email to meadowdrpta@gmail.com. Reimbursement will usually be provided within a few days.

Handing in Money to Treasurer

Complete before handing to treasurer

- If you have monies for more than one expense line item, please submit on different forms.
- Log checks on deposit form/confirm and double count with someone.
- Log Cash on deposit form/confirm and double count with someone.
- If last name on a submitted check is different from a student's last name, include the student's last name on check. That way if a check is returned, the treasurer will better know who to contact.
- Contact treasurer to set up a time to collect money.
- Have money together with Remittance Form/Deposit Voucher.
- Do another count with treasurer at time of drop off and both of you sign form indicating what was handed over/accepted.

Procedures Hand Down

Hard copy documentation of event procedures should be kept in a folder that is handed off to the Executive Committee no more than 15 days after completion of the event/program.

If a Chairperson keeps an electronic documentation of procedures that is only available in his/her personal email account, those should be printed and put in a folder that is handed off to the Executive Committee no more than 15 days after completion of the event/program. If updates are suggested, action should be taken by way of a motion at the next meeting. Then those procedures should be updated.

Electronic communication available in the shared PTA email account will automatically be transferred to the Vice-President who will change the password when new chairpersons are appointed the following summer.

Procedures should include:

- List of Contacts, emails, and telephone numbers including vendor contacts, district contacts, and volunteers.
- Approved Committee Plan of Action
- Copies of Contracts
- Letters, flyers, articles, pertinent emails

Appendix A -

Committee Plan of Action Worksheet

Revised 12/3/2019

Event/Program Name: _____

Chairperson(s): _____ Date of event _____

When the membership approves the PTA budget, it is authorizing the Executive Committee (Officers) to spend the PTA funds. This is **not** an authorization for a Committee to spend those funds. Each committee will be responsible to formulate its own plan and budget and present these to the President. Use this worksheet to help your committee build a plan of action.

Number of volunteers needed: _____

If your committee will have **expenditures**, explain how the budget will be spent.

If your committee is budgeted for **income**, explain how the income will be made.

Reminder: No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser, or any obligation, financial or otherwise, without the approval of the President. Only the President can sign contracts. This includes building use permits.

----- Office Use Only -----

Approved: _____

Board recommendations:
