



Birch Lane  
**PTA**<sup>®</sup>

*everychild.onevoice.*

Birch Lane  
Massapequa Park, NY 11762

## **Parents and Teachers Association (PTA)**

### **PTA Mission Statement**

The Birch Lane Parents and Teachers Association recognizes that every child deserves excellence in education and towards his/her quality of life. The Birch Lane PTA will maintain its commitment and service to *all* children and to its diverse membership, through diligent and ongoing parent and community awareness, advocacy, and education endeavors.

### **PTA Purposes**

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

*Adapted from the New York State PTA Board, January 2004*

### **PTA Beliefs**

- Every child deserves to have his/her basic needs met.
- Every child deserves an education designed to meet the child's needs.
- Public education is the appropriate forum to prepare children for participation in a democratic society.

- Every child deserves our continued commitment to advocacy.
- The Birch Lane PTA will take the lead in promoting the value of parent involvement with the community and educational partners.
- The Birch Lane PTA will be responsible for identifying, understanding, and meeting the needs of our diverse membership.
- Educators are an integral part of our organization.
- Education, leadership training, and self-evaluation are essential at all levels.
- Programs and materials should be provided to enhance parenting skills.
- Challenging oneself leads to growth.

## **PTA BOARD**

*(Term: July 1 – June 30)*

**“Each of you is the PTA – it will be as powerful and strong as you make it.”**

*Elaine Steinkemeyer, First Vice President National PTA (1982)*

The foundation of the PTA is the members. They have paid dues in support of the Purposes of the organization. They have rights as members to inclusion, participation in decision-making, and active involvement. The role of the PTA Board is to establish the framework within which everyone works. The Board is a team of volunteers who are members of the PTA. Each Board member is elected to office, or appointed to a position of a Committee Chairperson, to work together, in order to set goals for the Association and to establish methods of operation, in order to achieve these goals. Effective teamwork requires mutual respect, knowledge of the demands of the roles of others, compassion, and commitment.

**To understand the structure and governance of the PTA, remember the “ABCs” of PTA:**

### **A            ASSOCIATION**

The “Association” refers to all of the members of the PTA. Members should always be informed about important issues. Members elect the Nominating Committee, elect the officers, vote to adopt the budget, vote to adopt the By-laws every three years, and should vote on recommendations requiring action of the Association.

### **B            EXECUTIVE BOARD**

The Executive Board consists of the elected Officers, standing Committee Chairpersons, Council Delegates, the Principal, and teacher representatives. The Executive Board plans programs with appropriate chairs, presents a report at meetings of the association (general meetings), attends unit/council meeting, notifies President when unable to attend a meeting, performs other duties as assigned.

# C EXECUTIVE COMMITTEE

The Executive Committee consists of the elected Officers . They help the President to achieve the goals of the Association. The Executive Committee appoints standing Committee Chairpersons with the PTA President; makes recommendations to the Executive Board; and is responsible to the members who have elected them.

## Introduction

**By-laws** are designed to help the group function in an orderly manner. The By-laws of the Association include all the rules which society considers so important that such rules: (a) cannot be changed without previous notice and, (b) cannot be suspended. By-laws can be amended only with prior notice and by two-thirds vote of the membership. The PTA By-laws Chairperson approves By-laws. By-laws must be thoroughly reviewed and updated (*then filed with, and approved by the NYS PTA*), every three years for an Association to remain in good standing. Every Board member should have a copy of the By-laws and be familiar with them.

**Procedures** (*Standing Rules*) are the rules an organization uses to administer its affairs under the provisions of its By-laws. It is here that the PTA can give detailed instructions for carrying out each provision of the By-laws. Procedures are presented to the Executive Board for approval by a majority vote of members present and voting with prior notice, and take effect at that time; otherwise, a 2/3 Board vote is needed. Additional Procedures may be adopted by a Board majority vote and may be suspended for the duration of any session by a majority vote. (*The quorum rule of Article X, Section 7 [Executive Board] of the NYS PTA By-laws is applicable.*)

Committee **Procedure Books or Google Docs** are essential. They are a cumulative record and resource file of the Association's experience, and serve as a guideline for current and future Officers and Chairpersons. Together, the By-laws and procedures provide the authority and administration of the affairs of the Birch Lane PTA. Procedures should be updated regularly, and Procedure Books are to contain copies of Plans of Work for the respective Committee, along with any pertinent information. (*Sources: National PTA and NYS PTA Resource Guides [2003-04].*)

## Basic PTA Meeting Procedural / Parliamentary Rules

All discussion is to be directed to the Chair (*PTA President*). Questions, statements, comments, etc., are addressed to the Chair. Discussions on any one question should be limited to ten minutes (2 minutes for virtual meetings), as directed by parliamentary procedures. Motions can be put to the Association by anyone, but must be seconded. (*To show that more than one person is interested in the issue.*)

Motions that come directly out of Committees need not be seconded -- all others require a second. Only paid standing members of the PTA Executive Board are permitted to vote on motions put before the Board. If the Chair wishes to recognize a non-Board member to speak regarding a discussion, he/she may do so. Usually, a "show of hands" is used to carry on voting procedures. This means that you will be asked to raise your hand to signify if you wish to vote yes, no, or to abstain. A majority of those present and voting decides an issue. (*Quorum rules apply to any vote procedure. If a quorum is not achieved, any issue may be discussed and educational programs may take place, but a vote cannot be taken [Source: NYS PTA Resource Guide].*)

By-laws may be revised or amended at any regular meeting of the Association by a 2/3 vote of members

present and voting, provided that at least 30 days notice has been given. *(The quorum rule of Article XI, Section 4 [Association] of the NYS PTA By-laws is applicable.)*

If an Officer on the Board has a personal interest that presents a conflict of interest with a matter before the PTA, that Officer must abstain from a vote on, or participation in, that matter. In the case of a potential conflict of interest, the Officer must also abstain from a vote on, or participation in, that matter, to avoid even the appearance of impropriety.

*Regarding parliamentary authority, the rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern, but only to the extent that it is not inconsistent with Department of Education laws, policies, rules, and regulations.*

## **EXECUTIVE COMMITTEE**

*Refer to*

*NYS PTA Unit By-laws, Article IX*

**The Executive Committee shall consist of the Officers of the Association, and immediate Past-President if available.**

1. Attend all Association meetings.
2. Attend Regional and State PTA workshops and conferences for leadership training, at PTA expense.
3. Appoint Chairpersons of standing Committees, in consultation with the PTA President.
4. Make recommendations to the Executive Board for programs, calendar, and other actions deemed necessary.
5. Meet at the call of the PTA President, or pursuant to a majority of Committee members.
6. Notify PTA President when unable to attend meetings.
7. Perform duties as assigned.
8. Divide up oversight of all committees before the school year begins and be responsible for reporting to Executive Committee the progress of assigned committees.

## **PRESIDENT/CO-PRESIDENTS**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 1*

**The President is elected to direct the affairs of the Association, in cooperation with the other members of the Executive Committee and Executive Board, for a term of office as specified in the By-laws.**

1. Prepare an agenda for each meeting, with the assistance of the Recording Secretary.
2. Preside at all meetings of the Association, Executive Committee, and Executive Board.
3. Call meetings to order on time, and proceed with the business if a quorum is present.
4. Maintain a fair and impartial position at all times, and encourage members to participate.
5. Take no part in any discussions while presiding; refrain from expressing a personal opinion on questions before the gathered members; and avoid personal bias when giving information to the Association.
6. Refer to self impersonally as “the Chair.”
7. Decide all procedural/parliamentary questions. The PTA President’s decisions are subject to an appeal by two Executive Committee members -- a majority or tie vote sustains the decision of the Chair. If the

Association has an official parliamentary adviser, the Presiding Officer may seek an opinion on any question of the procedure, but the Chair has final authority.

8. State each motion clearly, after it has been seconded, before allowing discussion.
9. Declare the result of every vote taken.
10. Call upon either Vice President to preside when wishing to speak to a motion. When taking leave of the Chair for any reason during a meeting, the President has all the privileges of a member and will address the Officer temporarily presiding in the same manner as any other member. The President will return to the position of the Chair after the vote has been announced.
11. May vote when voting is by ballot. In other cases, may cast a vote to create or break a tie, if the result is in the best interest of the Association.
12. Recognize a member who has not previously spoken to a question, in preference to one who already has spoken.
13. May limit time on any discussion, according to the parliamentary procedures.
14. May establish Special Committees, appoint Chairperson(s), and recruit Committee members.
15. Conduct meetings of the Executive Board to discuss and distribute material promptly to the appropriate Officers and Committee Chairpersons. Shall share all National, State, and Regional PTA mailings and other information with Association members, especially appropriate Chairpersons.
16. Call upon each Chairperson to prepare a Plan of Work. These Plans are presented at a meeting of the Executive Board, in advance of the first regular Association meeting. They should be thoroughly discussed and, if found acceptable, approved.
17. Call for required reports at specified times, in accordance with specified procedures.
18. Coordinate the work of the Officers and Committees of the Executive Board, in order that the objectives of the Association are promoted.
19. Serve as ex-officio on all Committees, except Nominating and Audit Committees, as per By-laws.
20. Shall monitor all work conducted by the Association.

21. Approve and have full knowledge of any, and all, Association Committee meetings with the Principal.
22. Attend PTA Regional and State leadership training workshops and encourage Board members to attend.
23. Represent the Association at PTA Council, Regional and State functions, or assign an alternate.
24. Keep a copy of the Association's Procedure Book and make updates and changes, when necessary.
25. Have a copy of the Association's current State-approved By-laws at every meeting.
26. Delegate certain administrative duties to the Vice President(s).
27. File signature at bank where Association funds are deposited, and can sign checks with the Treasurer.
28. Sign all contracts after review and approval of the Executive Committee. Sign "for Birch Lane PTA" by name and title. (*Refer to NYS PTA Annual Resource Guide.*)
29. Prior to any submission to the Principal for approval, review and approve all correspondence, flyers, letters, etc., that will be duplicated and distributed in the name of the Association.
30. Review the newsletter prior to the Principal's review.
31. Compose and distribute interest sheets for Committee Chairperson position(s) and its members, for the following year.
32. Set up dates for Executive Board and general meetings with Executive Committee, and coordinate approval of Principal, consistent with District and Council calendar dates.
33. Appoint an Awards Committee to select recipients of Honorary Life Membership Award, Distinguished Service Award, and/or other awards to be presented, at the May meeting.
34. Obtain immediate Past-President's pin where applicable, and prepare/distribute Certificates of Appreciation to outgoing Executive Board members at the June reorganization meeting.
35. Complete year-end Local Unit (*Association*) Report Form received from State PTA office, and return to Regional PTA Director in a timely manner.
36. See that the name, address, and telephone number of the succeeding year's President is sent to the Regional PTA Director by June 15<sup>th</sup>, or as soon as possible.
37. Keep Certificate of Insurance in the President's binder. Obtain blank incident reports and give copies to

the chairperson running an event to document any injuries sustained at a PTA sponsored event.

38. Establish and continuously maintain updated files, in order to pass on to successor.

## **FIRST VICE PRESIDENT**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 2*

1. Act as an aide to the President.
2. Perform all duties of the President in his/her absence. Act as a parliamentarian to advise the Presiding Officer, and the Executive Board, on questions of parliamentary law and matters of procedures.
3. Ensure the proper operation and management of all Committees.
4. The role of First Vice President is reserved for the "President in Training." First Vice President must have an intent to become President when term is up.
5. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
6. At end of term, returns all PTA materials and saves all computer files to flash drive/shared drive to be passed along to next officer.

## **SECOND VICE PRESIDENT**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 2*

1. Act as an aide to the President.
2. Perform all duties of the First Vice President in his/her absence, as necessary.
3. Ensure the proper operation and management of designated Committees.
4. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
5. At end of term, returns all PTA materials and saves all computer files to flash drive/shared drive to be passed along to next officer.

## **RECORDING SECRETARY**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 3*

1. Assist the President with preparation of the meeting agenda by providing a list of unfinished business.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Bring to each meeting the following:
4. Copy of the Association's current State-approved By-laws, and the procedures.
  - a. List of the Association's members.
  - b. Agenda
  - c. Minutes of the previous meeting, including the Treasurer's reports.
  - d. Lists of all Committees and their Chairperson, and members.
5. Record minutes at Executive Committee, Executive Board, and Association (*General Membership*) meetings, and present for approval at next meeting.
6. Indicate in the minutes the name of the Officer who performed the monthly reconciliation of the bank

statement.

7. Maintain permanent printed files of minutes, Committee reports, Plans of Work, membership lists, and records of the Association, to be passed on to successor.
8. Ensure the proper operation and management of assigned Committees.
9. At end of term, returns all PTA materials and saves all computer files to flash drive/shared drive to be passed along to next officer.

## **CORRESPONDING SECRETARY**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 4*

1. Conduct the correspondence of the Association as directed by the President, the Executive Board, or the Association.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Keep the Birch Lane PTA Association membership informed of all incoming and outgoing correspondence via email, phone text, and flyers. Maintain a file.
4. Send notices of meetings to Executive Committee and Executive Board members.
5. Prepare, for distribution to the membership, notices of Association (*General Membership*) meetings.
6. Notify chairpersons via e-mail regarding PTA meeting absences.
7. All official correspondence(s) should be written on Birch Lane PTA letterhead, as directed by the PTA President.
8. Perform other duties, as may be delegated by the PTA President.
9. Maintain an up-to-date file of all incoming and outgoing correspondence for the length of your term.
10. Ensure the proper operation and management of assigned Committees.
11. At end of term, returns all PTA materials and saves all computer files to flash drive/shared drive to be passed along to next officer.

## **TREASURER**

*Refer to NYS PTA Unit By-laws, Article VIII, Section 5*

1. Be custodian of ALL funds of the Association.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Be familiar with the NYS PTA Treasurer's Guide.
4. File new bankcards when the new Officers assume office, indicating that two of three signatures (*as determined by the PTA President*), are required on all checks.
5. Include the following in a report at all Association meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report.
  - b. Total receipts and disbursement in all accounts.
  - c. Total balance on hand, on date of report.
6. Report should be prepared in triplicate. One copy each to: President, Recording Secretary and to File.
7. Have bank statement reconciled monthly by an Officer who has not signed checks during that period.
8. Report at the meeting of the Association the name of the person who reconciled the bank statement.
9. Keep an accurate and detailed account of all monies received and disbursed.

10. Receive all monies for all accounts and give receipt(s) after verifying amounts.
11. Immediately following an event, deposit all funds received into Birch Lane PTA account.
12. **Pay all bills by check.** Make no disbursements without proper receipts, and only for approved expenditures.
13. Keep President advised on financial transactions.
14. Alert Executive Board to budget lines near depletion, as well as those over budget.
15. Include PTA name and code number on all checks submitted to Regional, State and National PTA.
16. Submit insurance premium and fidelity bond to the PTA State office by June 1<sup>st</sup>.
17. Submit the State and National PTA portions of dues collected to the PTA State office, indicating Association's name and code number, along with accurate membership count. **First payment must be submitted by November 1**, and subsequent payments made thereafter. **Final payment must be in delivered to the State office by March 31.**
18. Keep the record of State and National PTA's dues portions separate from the record of the Association's general fund.
19. Pay Massapequa Council of PTAs dues, as required.
20. Use PTA funds to purchase pins for retiring officers.
21. Use PTA funds to purchase New York State PTA Honorary Life Membership for candidate(s) selected by Awards Committee.
22. Have books, records, and receipts prepared for audit, at least two weeks prior to the meeting at which an audit report is due. (*NYS PTA Unit By-laws, Article XII, Section 8.*)
23. Prepare a Summer budget and present at May meeting.
24. Prepare Annual budget with the Budget Committee, and serve as Chairperson.
25. Present proposed budget to the Executive Board, prior to first Association meeting.
26. Have copies of proposed budget for distribution at the first Association meeting each year.
27. Prepare Annual Report for the annual meeting of Association.
28. Prepare and file IRS 990 form by November 15.
29. Prepare IRS form 1099 for any independent contractors whom the PTA pays \$600 or more within the same calendar year.
30. Ensure the proper operation and management of assigned Committees.

### **IMMEDIATE PAST-PRESIDENT**

1. Serve in an advisory capacity, offering advice based upon experience, when called upon by the current PTA President.
2. Act in a helpful manner.

### **GENERAL INFORMATION**

1. Use and be familiar with Birch Lane PTA procedures.
2. Files are property of PTA, not personal property. They must be returned at the end of your term.
3. When representing Birch Lane PTA, remember to present Birch Lane PTA's position and not your personal opinion.

4. If contacted by reporters, request the person's name, newspaper and reason for the call. Be sure your answers are accurate and are according to PTA policy, not your opinion. Do not speak on behalf of Birch Lane PTA without approval of President or executive board.
  
5. Membership lists, names, addresses, etc., and class lists are to be used strictly for PTA business. They are not to be released to other groups or used for any other purpose.

## **COUNCIL DELEGATES**

*Refer to NYS PTA Unit By-laws, Article XIII*

1. Attend all Council, Executive Board, and Association (*General Membership*) meetings.
2. Represent the Association in the Council voting body.
3. Present all Council issues, requiring an instructed vote, to the Association.
4. Check with unit President before bringing concern to Council's attention.
5. Report all outcomes of an instructed vote.
6. Report to the Council the concerns of the Association.
7. Report on all motions and decisions of the Council meetings.

### ***COUNCIL DELEGATE REPORT FORM***

(To be filled out by local delegates in reporting Council activities)

Please report this information at a meeting of your PTA Executive Board and/or general membership. Then give the filled-out form to your President and/or Recording Secretary for their file.

1. Date of Council Meeting: \_\_\_\_\_

2. Issue voted on and results of vote:

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3. Items referred to your local units for their consideration. (Be sure your information is accurate and specific: \_\_\_\_\_

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4. Instructed vote necessary by \_\_\_\_\_ on \_\_\_\_\_

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5. Announcements re: meetings, school board, Council, workshops, conferences: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Brief resume of information presented by:  
 a.) Administrator: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b.) Others: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Miscellaneous dates and/or notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Delegate

## EXECUTIVE BOARD

*Refer to NYS PTA Unit By-laws, Article X*

**The Executive Board shall consist of the Executive Committee, Chairperson of standing Committees, Council Delegates, Principal, and teacher representatives.**

1. Attend all Association and Council meetings related to your committee, i.e. Arts in Education, AIDS, Curriculum, etc.
2. Make motions, second motions, debate motions, and vote on motions.
3. Elect a Nominating Committee, in accordance with Article VII, Section 3.
4. Appeal the decision of the Chair. *(In accordance with parliamentary procedures.)*
5. Be free from personal abuse and attack. *(Point of personal privilege.)*
6. Receive *(or have access to)* minutes of meetings.
7. Receive *(or have access to)* Treasurer's report.
8. Receive *(or have access to)* Association's By-laws.
9. Attend Regional and State PTA workshops and conferences for leadership training, at PTA expense.
10. Notify the President when unable to attend a meeting. Three consecutive absences shall be grounds for the Board to reassess your position, as per NYS PTA Unit By-laws Article X, Section 8.
11. Be prepared to report at Executive Board and Association meetings, when appropriate. If unable to attend meeting at which report is due, arrange for the report to be available at the meeting.
12. Perform other duties, as assigned.

## COMMITTEES

*Refer to NYS PTA Unit By-laws, Article XII*

A ***Standing Committee*** performs a continuing function until the Association votes to disband it.

A ***Special Committee*** is appointed as the need arises. When it has carried out its specified task and gives its final report to the Association, or it is discharged, it automatically ceases to exist.

1. It is the responsibility of each Committee to perform the work of that Committee as described by Association, Council, and District specifications.
2. Committees study issues, report on work progress, and take responsibility for bringing to the Association the best recommendation for any work charged to the Committee.
3. A Committee has no authority to sign a contract, incur debt, or be involved with activity outside of the workings of that Committee without the knowledge and approval of the Executive Board. A Committee may negotiate a contract, for approval by the Executive Committee.

## CHAIRPERSON'S RESPONSIBILITIES

1. Be appointed by the PTA President, in cooperation with the Executive Committee, except those for which other provision is made.
2. Not be eligible to serve more than two (2) consecutive terms as Chairperson of the same Committee. In the event no other person is willing to chair the Committee, a third year is permitted and has to be approved by the Executive Committee, on a Committee-by- Committee basis.
3. Keep an accurate and current file concerning the work of the Committee. Such shall include:
  - a. Chairperson's name and year of position.
  - b. Names of Committee members and their phone numbers and/or email addresses.
  - c. Objectives of the Committee for the year, known as Plan of Work.
  - d. Copies of letters, flyers, and minutes of meetings pertaining to the Committee.
  - e. Council Committee report information (*if appropriate*).
  - f. Committee report information.
  - g. Goals met, and recommendations for the following year.
4. Encourage participation of all Committee members by assigning responsibilities, and meet, as needed.
5. With respective Committee members, prepare a Plan of Work and present it to the Executive Board, for approval. Submit 3 copies to: PTA President, Recording Secretary, and Committee files.
6. **No Committee work may be started, or any funds spent, until a Plan of Work is approved.**
7. **No Committee may directly contact the Principal. All communication goes through the President.**
8. **All ticket sales must utilize Cheddar Up unless otherwise directed.**
9. Contact the Council or Regional PTA counterpart, when needed.
10. Attend Council meetings and report on Council programs pertaining to the Committee.
11. Participate in Council activities, if deemed appropriate by Association.
12. Attend all Executive Board meetings and make an oral report or submit a written report as needed.
13. Your inability to attend an Executive Board meeting must be made known to the PTA President prior to each meeting.
14. A member of the Committee must then attend in your absence and give a report.
15. Notify PTA President of all Committee meetings to be held, and their outcome, prior to the next meeting.
16. A Building Use Request form must be filled out if any part of the Birch Lane or district school building/grounds are to be used for Committee functions.
17. Responsible for keeping all Committee members informed of Committee work.
18. Copying of flyers, letters, etc., must have the approval of the PTA President and Principal.
19. A tax-exempt form must be obtained from the Treasurer **prior to any purchase or any sales tax paid will not be reimbursed.**
20. Know your budget line and stay within its limits.
21. Disbursement of funds to a Committee Chairperson is done only with the presentation of a Request for Funds and/or Reimbursement Form, with the appropriate receipts. Written approval of an Executive Committee member who did not sign the check to be disbursed, are needed.
22. **Within 14 days after a Committee event**, submit all invoices/bills to the Treasurer.
23. Count all income received in the presence of a second Committee person. Submit directly to Treasurer and obtain a receipt, after amount has been verified.
24. Negotiate any contracts and receive approval from the Executive Committee prior to obtaining PTA President's signature. *See Contracts.*
25. After a Committee event, a Committee Event Form should be completed to offer suggestions, and/or improvements for the following year. This should be submitted to the 1st Vice President..
26. Help prepare the Chair in Training to be your successor.
27. Pass on all files within one month when your term has ended. Please return your committee chairperson

binder by the last day of the school year upon completion of your term.

*A transition is neither an ending nor a beginning – it's a passage. The health of a PTA depends upon recruiting new leaders and helping them move up the ladder of leadership. It is a PTA tradition that has remained healthy for over 107 years.*

## COPYING PROCEDURES

1. All flyers and correspondence to be copied and distributed under the PTA name **must be reviewed and approved by the PTA President, prior to** being presented to the Principal.
2. Copying must be completed before or after school hours. Contact the President to arrange a time.

## REQUESTS FOR FUNDS / REIMBURSEMENT

### - **Procedures for Check Requests and Reimbursement of Funds:**

1. A request for Funds and/or Reimbursement for Expenses form needs to be completed. All receipts, bills, and/or documentation, must be attached to the request form and approved by any Executive Committee member that is not signing the check.
2. The person requesting a check or reimbursement of funds shall forward the request form to the Treasurer for payment.
3. There will be a check reimbursement issued in an approximate one-week period.
4. Checks must be deposited within a week.
5. Verbal requests at meetings for funds or checks will not be honored.

### - **Procedures for Cash Transactions:**

1. **All monies collected from Association events must be immediately given to the Treasurer.** If purchases are to be made, a check will be written as a cash advance with the PTA President's approval. **Under no circumstances are ticket sale monies (cash or otherwise) to be used for any purchase or to pay for an expense.** This is a direct violation of fiduciary responsibilities.
2. Any cash exchange between the Treasurer and Committee Chairperson, and/or member, shall be done in person.
3. A duplicate receipt will be written up and signed by all parties. The Treasurer shall inform the PTA President of any cash transaction.
4. The Treasurer shall deposit all funds into the Birch Lane PTA bank account **in a timely manner.**

### - **Tax Exempt Forms:**

1. Tax exempt forms are available to Committee Chairpersons, and/or members, for purchases for the sole purpose of the Birch Lane PTA. Class Parents, or Grade Committee Chairpersons or members, are not permitted to use tax exempt form for class parties or events.
2. The tax exempt forms can be obtained from the Treasurer, and shall be returned to the Treasurer following the purchase, unless the vendor needs to keep it.
3. **Sales Tax paid will not be reimbursed by the Association, unless the store refuses to accept the PTA Tax Exempt Form. Every effort should be made to complete a sales tax free transaction.**

# CONTRACTS

Sources: NYS PTA Resource Guide 2003-04, Section 5, Financial Planning, Page 8

NYS PTA Resource Guide 2003-04, Section 1, PTA Basics, Page 9

National PTA Annual Resources 2003-04, Money Matters, Page 9

A written contract is very important when it comes to the business dealings of the Association. Written agreements assist to prevent present or future misunderstandings.

**A PTA should not commit future Boards to long-term projects or to large financial obligations. Further, the PTA President is responsible for contracts, and is the only person who can sign a contract. Additionally, the President should clearly indicate that it is the PTA which is entering into the contract, and NOT the individual.**

## **BEFORE entering into a contract on behalf of Birch Lane PTA:**

- The Association must vote to approve the project and the vote must be recorded in the meeting minutes.
- The length of the contract is to be limited to the term of the participating Officers and shall not encumber future Boards.
- The person negotiating the contract must have the authority to do so, and must keep the PTA President continually informed.
- The terms of the contract, including but not limited to its restrictions or conditions, must be presented to the Association for informational purposes, or discussion, if necessary.
- The Association must have the financial, legal, administrative, or organizational ability to comply with the terms of the contract.

## **FACTORS to consider before signing a contract:**

- Any contract must be approved by the Executive Committee, before the PTA President can sign it.
- If a delivery date is important, ensure that such date is part of the contract, and terms should include *“In the event that the contractor is unable to, or fails to, effect timely and satisfactory performance as required, this contract may be canceled by PTA.”*
- Provide a delivery date in advance so that last-minute adjustments can be made, if necessary. Be sure that adequate storage space is available, if necessary. Check to ascertain if additional orders can be made at a later date, if appropriate.
- Service providers should be asked to provide proof of insurance and include their Social Security number or Employee Identification Number (*EIN*).
- Under no circumstances should any PTA sign a *“Hold Harmless Agreement”* for a vendor or provider, or agree in any way that the PTA will be held responsible for liability.

<h2><b>GUIDELINES FOR COMMITTEES</b></h2>
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<p>The following are basic procedural guidelines for particular Committees. They are not meant to limit or restrict any Committees’ work, but are listed in order to provide overall structure and direction. Each Committee Chairperson must present a <b>Plan of Work</b> to the Executive Board, for approval, before the Committee’s work begins, and before funds to the Committee can be released. ----- -----</p>
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# ARTS IN EDUCATION

*(Council Committee)*

**Upon assuming the role of Chairperson, consult prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Schedule various assembly programs sponsored by Birch Lane PTA. Every year the Committee features assemblies that the students will enjoy, while at the same time exposes them to theatrical entertainment. The shows may vary from musical groups, magicians, ballet, animal shows or science workshops. *(Whatever will be of value and bring enjoyment to the children.)*
3. Represent Birch Lane PTA/Elementary School at Council Committee meetings, to network and discuss each school's programs. It is at these meetings you gather necessary information. Also, preview shows at different schools so you will see the actual performance yourself to have personal knowledge of the contents of the show.
4. Attend Nassau County Regional PTA Arts in Education Expo *(usually held in April)*, to observe and preview entertainers, shows, etc., to decide what shows you would like to schedule for the year. You must get approval from the Principal and work with him/her to coordinate dates. Finalize with the performers only after receiving Principal's approval.
5. Contact School District Music Curriculum Associate and begin to process BOCES paperwork for each show. Arrange payment of BOCES funds to performer. Gather information for educational packets, make copies, and distribute to teachers.
6. Obtain three reviews from teachers for BOCES, and report at PTA meetings.
7. Compose a critique of performer(s) for Committee evaluation.
8. Report all information and activities at PTA meetings.

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## AUDIT

**Upon assuming role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Executive Board appoints an Audit Committee *(by April meeting)* of no fewer than three members, or a professional auditor will be appointed by the Board at least two (2) weeks prior to the date the audit report is due *(September PTA meeting)*.
2. Committee will 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 at the first meeting *(September PTA meeting)* of the succeeding school year.

3. Reconcile each month's bank statement with:
  - a. Cancelled checks;
  - b. Checkbook;
  - c. Treasurer's reports
  - d. Total expenditures of PTA.
4. Verify that every check written is substantiated with a receipt, invoice, or bill.
5. If a check was issued and no receipt, invoice, or bill, can be found, verify the expenditure as an approved budget item.
6. Verify that a receipt was issued to the appropriate person for all funds received by the Treasurer.
7. Reconcile each deposit slip with:
  - a. Bank Statement;
  - b. Checkbook;
  - c. Total income of the PTA.
8. Verify that all income and expenditures are allocated into the same categories that constitute the approved budget.
9. The report of the Audit Committee is presented to the membership for adoption at the first meeting of the succeeding school year in accordance with the NYS PTA Unit By-laws.

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## **BACK TO SCHOOL EVENT**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. By May, consult with PTA President for event date. Meet with your Committee over the summer. Create a list of volunteers and activities.
3. Create a flyer for approval by President and Principal. Then distribute via email and classrooms. Also, fill out a Building Use Request form for the event.

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## **BIRCH TWIG**

**Upon assuming the role of Chairperson, consult with Second Year Co-Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas. .**

1. Prepare and submit a Plan of Work to Executive Committee.'
2. Prepare a monthly newsletter with the approval from the PTA President and Principal.
3. Send a copy to the Executive Committee for review.

4. Contact Committee members for upcoming events.

## **BIRCH LANE SPIRIT WEAR**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Select items to include in the sale.
3. Work with the vendor to create a flyer and online sale. Submit to President(s) for approval.
4. Coordinate the distribution of flyers to student body and faculty.

## **BLOOD DRIVE**

**Upon assuming the role of Chairperson, consult with Second Year Co-Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Coordinate and consult with representatives of Long Island Blood Services (*LIBS*). Obtain Blood Drive date from PTA President.
3. Verify this date with LIBS. As soon as possible, reserve the rooms and material you will need. Prepare Building Use Request forms (*in Main Office*) for the Blood Drive.
4. Call LIBS representative and schedule meeting about one month prior to the date of the Blood Drive. Ensure that you obtain all material from the LIBS – posters, appointment sheets, post cards, folders, etc.
5. Prepare and distribute appropriate advertising, including publication in the Birch Twig. Also, distribute flyers for students to take home (*a few weeks notice is necessary*), post posters in the village stores, town hall, schools and churches.
6. Seek necessary volunteers, at least five for each 2-1/2 to 3 hour shift (*or other configuration, as the Committee deems fit*), to provide coverage for the day of the Blood Drive. Use a sign-up sheet at previous PTA meeting as well as Helping Hands lists.
7. Coordinate parents/volunteers to temporarily look after and watch children of the donor(s), to allow the donor to participate in Drive.
8. Decide whether to plan an activity for students to encourage student awareness for the need for blood.
9. Report all information and activities at PTA meetings.

### **On the Day of the Blood Drive**

1. Have LIBS bring proper supplies, as needed.
2. Be present and ensure that the Blood Drive operation runs smoothly and efficiently.

### **Immediately After the Blood Drive**

1. Prepare “Thank you” and informational article about Blood Drive for Birch Twig. You should recognize the efforts of Principal, secretaries and receptionists, PTA volunteers, custodians, and the blood donors.

## BOARD OF EDUCATION REPRESENTATIVE

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition.**

1. Attend Board of Education Sessions (*usually first and third Thursday of each month*), in the Administration Wing at Massapequa High School, at 8 PM.
2. Take Board session minutes, and provide a summary to Association at subsequent PTA meeting.
3. Attend Budget Seminars, during which the community is informed of the School District Budget.
4. Attend the "Meet the Candidate Night," which informs the community about candidates for School Board Elections.
5. Attend any special Board of Education meeting that may be announced during the year.
6. Report all information and activities at PTA meetings.

## BOOK FAIR

**Upon assuming the role of Chairperson, consult prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

The purpose of the Committee is to reinforce reading skills and to provide opportunities for our students to discover that the world and beyond can be theirs through reading.

### Preliminary

1. Prepare and submit a Plan of Work to Executive Committee.
2. Meet as a Committee and review materials that are provided throughout the year by various book fair companies. **Special note:** compare book prices, selections, availability, promotional gifts, potential profits, and benefits offered by each company, and select which company to participate with. Obtain Book Fair dates from the PTA President.
3. Discuss and decide on the course of action this Committee would like to take, concerning the distribution of any free material received, by the holding of the Book Fair. Recently, free books have been presented to the incoming Kindergarteners at their orientation. At the Chairperson's discretion, a raffle can be held to distribute prizes.
4. Verify dates and location with the Principal. We currently use the "little gym."
5. Confirm the Fair date with the selected book company and arrange for delivery and pickup. Confirm these dates with the Principal.
6. Prepare article for the Birch Lane School News with mention of Book Fair dates and other information to be shared.
7. Discuss if the discount on the price of books given by the book companies should be given to the students in total, or if a portion of the money should be given to the Association. Inform the Executive Board of your decision and obtain approval from the Executive Board
8. Arrange with Teacher Liaison to prepare a schedule of time slots for the teachers and leave in the faculty lounge. Teachers will fill in when their class will visit the fair.
9. At the Committee's discretion to do so, prepare a request to families for a voluntary donation of \$1.00, to be used toward the purchase of books.
10. Report all information and activities at PTA meetings.

### About a Month prior to the Book Fair

1. Prepare a cover letter for the book lists. Mention dates of the Fair and give any other pertinent information. Be sure to include that all of the books on the brochure are not necessarily available at our Fair.
2. After President and Principal approval, a letter with attached book lists are distributed to each student. Get correct teacher names and student count for each class and sort for each class. Include a few extra in each class packet and provide several to the Main Office.

### Book Fair Days

1. Reach out to Committee members at least 2 – 3 weeks prior to Fair date, to make sure you have enough help and coverage.
2. Have **at least \$500 in coins and bills** (*request from Treasurer at lease one week in advance*), a cash drawer, three receipt books, pencils/pens, calculator, rubber bands, tape, scrap paper, tickets for books and other stationery supplies.
3. At the end of each day, count the money, record amount, and give to Treasurer.

### After the Fair

1. Select any free merchandise allowed from the remaining books. Close, and clean up.
2. Count all money (*all days' totals*). Prepare any forms that are necessary. Have Treasurer prepare a check to cover costs and to send to the book company. **Note:** Sometimes, a re-signing for next year may provide added extras --- consider now.
3. Write article for the Birch Twig.

## **BOX TOP\$ FOR EDUCATION**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. At the beginning of the new school year, a new Coordinator will contact General Mills to inform them of the change of the Coordinator. This can be done via telephone, online, or a change form that is mailed back to General Mills. The Coordinator will request a new/updated Program Coordinator's Kit from General Mills, if they do not have one.
3. Send a letter out at the beginning of the school year reminding families/staff of the Box Top\$ Program. There is a collection box in the school. (*Place will be determined and publicized, but typically by the "STAR."*) Continually publicize the Box Top\$ program, including through the PTA's "Remind 101" message text program, throughout the school year, especially prior to submitting Box Top\$.
4. Place a small article about Box Top\$ in the September issue of the Birch Lane School News. Deadline dates for the publications need to be kept in mind and continue the use of media/news/texts to periodically publicize program.
5. Box Top\$ are to be collected from the school on a routine basis. Box Top\$ are to be cut and bundled in packs of 50s. Guidelines for packaging, submission and recording are detailed in the Program

Coordinators Kit. To obtain reimbursement for packing and shipping, obtain a postal receipt and attach to reimbursement form.

6. There are deadline dates for Box Top\$ submissions, and check release dates, in the Program Coordinator's Kit.
7. General Mills will forward a confirmation to the Coordinator upon receipt of a submission. Keep copies of all paperwork and review Box Top\$ website to remain aware of any check(s) to be sent to the school.
8. Checks to be paid are forwarded directly to Birch Lane Elementary School, Attn: Birch Lane PTA. The checks are to be then given to the Treasurer.
9. The Box Top\$ Chairperson/Coordinator is responsible for maintaining copies and records of submissions and reimbursements.
10. Report earnings at PTA meetings on a regular basis.
11. The Box Top\$ Chairperson/Coordinator will call on Committee members, as needed, for cutting, packaging, and submissions.
12. Report all information and activities at PTA meetings.

## **BOYS' BASH**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Make sure flyer states any adult may attend. This is not a mother/son event. 1 adult per child may attend.
3. Report all information and activities at PTA meetings.

## **BY-LAWS & PROCEDURES**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

Committee should meet prior to March, in order to propose/discuss changes to the by-laws. Propose such changes at the March PTA meeting and subsequently submit said changes for vote during the April PTA meeting.

1. Prepare and submit a Plan of Work to Executive Committee.
2. Review process each year and update, as necessary.
3. Attend NYS PTA workshops as needed.
4. Save By-laws/Procedures documents on a computer USB drive.

# CURRICULUM

*(Council Committee)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Keep abreast of current information and issues.
3. Chairperson, and another designated Committee member, should periodically meet with teachers, and the Principal, to discuss current information and issues.
4. Review District/Council programs, and make recommendations, when required.
5. Meet with Council Committee, as needed, and ensure Birch Lane Elementary School's participation in District-wide events.
6. If there is an issue concerning District curriculum, bring such concern(s) to the attention of the Council Committee. *(Then meet with District administration, as necessary.)* Issues concerning Birch Lane Elementary School curriculum are to be addressed with the Principal.
7. Report all information and activities at PTA meetings.

# FAMILY FUN

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Organize family fun events.
3. Report all information and activities at PTA meetings.

# FIELD DAY (ACTIVITIES)

**Upon assuming the role of Co-Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Obtain a Field Day date from PTA President.
3. Meet with Committee to decide events and activities.
4. Class Parents are responsible for staying and assisting with their class throughout the day
5. All volunteers for Field Day must stay at their assigned station for the duration of Field Day. If any volunteer abandons their station *(as determined by Committee Chairperson)*, he/she will be deemed ineligible to volunteer for a future Field Day.
6. All volunteers must be PAID members of the PTA.
7. Report all information and activities at PTA meetings

# GIFTED

*(Council Committee)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Keep abreast of current information and issues.
3. Review District/Council programs and make recommendations, when required.
4. Meet with Council Committee, as needed, and ensure Birch Lane Elementary School's participation in district-wide events.
5. Report all information and activities at PTA meetings.

# HEALTH & WELLNESS

*(Council Committee)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Present programs to educate both students and parents.
3. Celebrate Red Ribbon week in October.
4. Review District/Council programs and make recommendations, when required.
5. Meet with Council Committee as needed, and ensure Birch Lane Elementary School's participation in district-wide events.
6. Report all information and activities at PTA meetings.

# HOLIDAY FAIR

**Upon assuming the role of Chairperson, consult with Second Year Co-Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Research vendors (*for ideas, attend PTA Spring Conference – Ways/Means Expo, in Spring*) and meet with vendor representative(s) to order merchandise in accordance with their respective “close-out” dates. **However, any/all orders are to be placed by the end of October. Select merchandise by the end of September.**
3. As soon as possible, check with PTA President about the dates for the Fair (*typically, after Thanksgiving, but before Chanukah*) and confirm location. Fill out Building Use Request form to secure the venue.
4. Decide on the letter you are going to send home (*obtain about 550 envelopes to attach to letter*), giving a brief description of the merchandise and pricing that will be at the Fair. Submit dates and times to the PTA President for approval.

5. Have copies made/separated by classroom, once the flyer is approved by President and Principal.
6. Confirm with Teacher Liaison a schedule for the student classes.
7. At the November meeting, give a report and request an advance of approximately \$500 for any supplies to be purchased, and to have change on hand. Consult with Treasurer and go to the bank for the necessary small change. Have on hand approximately 2,000 bags for wrapping, etc.
8. Contact Holiday Fair Committee at least 2-3 weeks prior, to set up scheduling .
9. Set-up venue the night before and contact School Custodian regarding tables/chairs. Contact Committee for set-up assistance.
10. Inventory is taken before, and after, the sale. Return any damaged merchandise.
11. All receipts and bills go directly to the PTA Treasurer. A receipt for monies is required for Committee records.
12. Report all information and activities at PTA meetings.

## **HOSPITALITY**

**Upon assuming role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Coordinate 3 Staff Luncheons (Back to School, Holiday, and Staff Appreciation Week).
3. Report all information and activities at PTA meetings.

## **JR. / SR. REPRESENTATIVE**

**Upon assuming role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Attend all Jr./Sr. Representative meetings and report all information/activities at the next PTA meeting.

## **KINDERGARTEN ORIENTATION**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

### **Kindergarten Orientation**

1. Contact the President for a May date. Notify members of your Committee.
2. Have welcome packets available for parents.
3. Coordinate Kindergarten sign distribution.
4. Be sure to contact the committee early in the summer to secure volunteers to place the signs a few days before school begins as determined by the committee chairperson and/or the PTA President.

## LEGISLATION

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Generate an awareness of the importance, significance, and effectiveness, of legislation concerning PTA interests.
3. Make available, to the Association, information on current issues at Federal, State, and Local levels.
4. Encourage Association members to attend legislation workshops, seminars, PTA State Convention, and PTA Day in Albany.
5. Attend County/Regional Legislation workshops. Review and study current State PTA resolutions. The Committee presents the resolutions to the Association, tallies votes, and submits to the Council.
6. Motivate members to write letters to legislators concerning timely issues.
7. Report all information and activities at PTA meetings.

## LITTLE LADIES DANCE

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Secure location. Fill out Building Use Request form to secure the venue.
3. Make sure President signs all contracts.
4. Contact Treasurer to discuss contract deposits.
5. Report all information and activities at PTA meetings.

## MEMBERSHIP CHAIR

- A. Attend Membership Workshop in August.
- B. Prepare a letter that states the purpose of the PTA and which invites everyone to join. Briefly mention the programs that we support. Have the PTA President, and then the Principal, approve the letter prior to distribution. Make enough copies for students and staff members. This is to be done the first week of the school year. Advertise the online process.
- C. Advertise via social media and email system about membership, dues and how important it is to join the PTA. Set up a table at Back to School Night to sign up new members. (*Members electronically receive their membership cards.*) Bring envelopes and free raffle, if available.
- D. Keep accurate record of PTA membership by using the NYS PTA Memberhub. All Executive Board members, Committee members and Class Parents must be paid members. **Note:** Honorary Life Members are still required to pay dues.
- E. Keep a record of all payments given to the Treasurer. Send money in, as soon as possible, so that the Treasurer can make payments on time. Payment is due to the NYS PTA by November 1. Final payment of dues must be sent by March 31.
- F. All Chairpersons and Class Parents must be a paid member of the PTA by mid October, or they will be reassigned by the Executive Committee. Chairperson is to review membership roster and, by October 15, to send reminder email to join.
- G. Promote PTA membership throughout the school year.

H. Report all information and activities at PTA meetings.

## NOMINATING

*(\*refer to NYS PTA Unit By-laws, Article VII, Section 3)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Committee (**Two** members from Executive Board and **three** [not a member of the Executive Board]), is selected/elected at PTA General meeting, with Chairperson also designated.
3. Nominating Committee members should have knowledge of potential nominees qualifications and abilities. Nominating Committee members should also be able to express ideas and defend their own convictions, use sound judgment in evaluating nominees, be tactful, have integrity and use discretion.
4. All deliberations of the Committee must remain completely confidential. Sharing private information is grounds for removal from the Committee.
5. Email form requesting nominations. Set a deadline for receipt of nominations. No nominations may be accepted after the deadline.
6. Review the aims and purposes of your PTA. What kind of leadership can best achieve these goals? Think carefully about possible candidates. Are they familiar with and pledged to further the aims and purposes of the PTA? Do they work well with others and will they have the time to do the job? Are they fair and objective? Have they done a good job carrying out responsibilities? Do they have knowledge of the organization and its role in the school and community? Consider all written letters of support, but note, the final decision is ultimately up to the committee.
7. Ask the President and other Executive Board members for input as to the performance of present board members.
8. Consider attendance and past performance of possible candidates.
9. Candidates should be considered solely for their abilities and willingness to serve. They should not be chosen for popularity or an obligation to ask them or because they “expect” to be asked.
10. The Chairman discusses the procedures and guidelines and the need for confidentiality. In order to ensure confidentiality, there will be no taking photos or use of cell phones during nominating committee meeting
11. After the committee has reached a decision, candidates should be contacted by the Chairman and informed of the specific responsibilities of the office. Never say, “It’s not a very big job” in order to fill a slate of officers.
12. Complete written report signed by all committee members. Send acceptance letter to nominees for their signatures.
13. Chair lets the President know of the completion of the slate.
14. The slate of officers report must be published two weeks prior to the March meeting. The slate can be published on the PTA Facebook page, Birch Twig, or via email.
15. Nominees’ names announced at March PTA meeting. Names will be voted on during April PTA meeting and additional nominations may be made from the floor provided the written consent of the nominee has been secured and the Chair of the Nominating Committee has received notice at least two business days prior to the election meeting of the candidate’s intention to run.
16. If there is only one nominee for each office, election may be by voice vote.

17. If a candidate runs from the floor against the Nominating Committee's proposed candidate, there will be a ballot vote. The Nominating Committee chairperson may speak on their candidate's behalf. Each candidate may also speak on his/her own behalf. Only unit members may vote. If meeting is virtual, votes may be entered through a Google form.
18. Officers assume their official duties on July 1 and shall serve for a term of one year or until a successor is elected.

## **PARENTING & FAMILY LIFE**

*(Council Committee)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Organize events to encourage and foster family unity.
3. Present programs to educate both students and parents regarding current family concerns and adolescence.
4. Compile names/addresses of graduating class for Berner Middle School's Directory.
5. Meet with Council Committee, as needed, and ensure Birch Lane Elementary School's participation in district-wide events.
6. Report all information and activities at PTA meetings.

## **PICK A READING PARTNER (PARP)**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Ensure Birch Lane's participation in district-wide events and attend PARP Nassau Regional fall Conference.
3. Consult with Arts/Education Chairperson to kickoff PARP assembly. Determine time frames for distributing PARP packets, with enough lead time for signed contracts to be returned prior to PARP kickoff date.
4. Reward students for participation, not minutes read. Purchase prizes for weekly winners.
5. Consult bulletin board chairperson to coordinate a festive bulletin board.
6. Report all information and activities at PTA meetings.

## **PICTURE DAY**

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Check the date and location with the President and fill out Building Use Request forms in the Main Office.
3. Research and hire photography vendor/company, working out package types and dollar amounts. PTA President signs contract after it has been reviewed by Chairperson and Executive Committee.
4. Schedule a make-up Picture Day and coordinate with the Fifth Grade Committee a separate day for candid and group photos (*such as staff, chorus, band, Student Council, and Fifth Grade*). Check site and space with President..
5. For school-wide Picture Day, obtain breakdown of classes.
6. Chairperson cannot serve more than two consecutive years.
7. Obtain flyers from company and distribute to teachers/students. Schedule Picture Day volunteer staffing (*by lottery [pick from a hat], if necessary*).
8. Collect monies. (*This depends on which company is used, as some companies will directly handle this.*)
9. On Picture Day, have parent volunteer assist photographer, double-check money in envelopes, verify information on envelopes, comb hair, etc.
10. Evaluate the photography vendor/company used, and plan for next year during the spring. Have plans set before school ends.
11. Report all information and activities at PTA meetings.

## PLANT SALE

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Obtain a Plant Sale date from the PTA President. It is usually held in the fall and the Thursday and Friday before Mother's Day.
3. Complete a Building Use Request form through the Main Office, for the use of the venue. Submit early in the school year.
4. Place order (*in accordance with allotted budget*) with chosen nursery/vendor. Arrange for delivery the day before the sale.
5. Prepare an article for the Birch Twig. Prepare a letter to send home to parents. Submit the article and letter for approval by the PTA President and Principal.
6. Contact Helping Hands 1 to 2 weeks before the sale to set up scheduling during the sale. Arrange for help the night before to set up the room and to help clean up after the sale.
7. Submit a *Request for Funds* to the Treasurer for \$300 (if cash is required), with the PTA President approving the request. Also suggest what will be done with the any unsold plants. In the past, some have been left for the senior citizens and some have been planted around the school. (*Note: some have been returned for credit.*)
8. Obtain bags for student purchases and prepare price lists for distribution to helpers.
9. Each day, count money collected and submit to the Treasurer, along with receipts for expenses. Receive a receipt from the Treasurer, for Committee records.
10. Keep detailed records of number of sales, in order to make any necessary adjustments for the following year's order.
11. Report all information and activities at PTA meetings.

# REFLECTIONS

*(Council Committee)*

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Meet with District Chairperson. Attend PTA Reflections workshop during Summer.
3. Compose and disseminate form letters announcing the year's theme. Include a tear-off sheet for students to return, if they are interested in participating. Include a letter to be sent to each classroom and special area teacher, asking for their assistance in encouraging students to enter the contest.
4. Make copies of rules for the number of entrants.
5. Distribute letters to all entrants in early Fall, providing instruction for submitting projects, and the due date for all projects. Attach a copy of the National rules for entries concerning each category.
6. Send reminders, prior to the due date, to all participants, restating when the projects are due. Tell students when, and where, they are to bring their projects. Remind students to place their name, Grade, and teacher's name on the back of their work. Arrange collection place and time. Arrange to have Committee people collect, and log in entries.
7. Arrange judging committee (*judges need not be limited only to members of the school community*), and discuss procedures for judging. Make tally sheets for judges. Winners are chosen by first week of December.
8. Send congratulatory letters to the first-place winners, along with regulation entry forms that will be needed for their project when it is submitted for district judging.
9. Send out a notice to all participants in each category, to announce chosen school winners. Do not differentiate on chart between Special Education winners and other winners.
10. In early January, arrange to have winning entries brought to the designated Nassau County location for District judging, including ensuring said entries are picked up and returned to Birch Lane Elementary School, when District judging is complete.
11. Order trophies for school winners. Arrange an Awards Ceremony (*at Principal's discretion*), to be held prior to a PTA meeting or as an assembly. (*Preferably in February, or March.*) Arrange for a Reflections Certificate to be given to all participants at ceremony.
12. Update general student body and parents, through articles in the Birch Twig, and other designated methods of communication.
13. Display entries in school (*in cafeteria, or other location*) after winners are announced, subject to the Principal's approval.
14. If there are not enough submissions, extend deadline (*in consultation with President*).
15. Report all information and activities at PTA meetings.

# SCHOOL SUPPLIES

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. School Supply Agreement is signed by PTA President. To qualify for a discount, the contract must be

signed by a specific date.

3. Ask the President to ask the Principal for supply lists. Send lists to vendor(s) and obtain their response(s)
4. Selected vendor will send over worksheet for verification. Once items are verified and agreed upon by Principal, vendor will print order forms.
5. Give students the order forms. When forms are received, input the information into the computer.
6. Coordinate with Kindergarten Registration Chairperson to distribute Kindergarten order forms in February.
7. Kits are to be delivered in June. Utilize Committee members to assist in distribution (*Set date/location in consultation with President/Principal*).

## SEPTA REPRESENTATIVE

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Remain abreast of current information and issues.
3. Attend Special Education PTA (*SEPTA*) monthly meetings.
4. Coordinate any programs initiated by SEPTA to be held at Birch Lane Elementary School.
5. Report all information and activities at PTA meetings.

## STAFF APPRECIATION

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. **Staff Appreciation Week.** Held in Spring. Coordinate small treats for Staff each day of the week. Coordinate with Hospitality chairperson to find out which day they are hosting the luncheon. Do not schedule a treat for that day.
3. Coordinate handmade Teacher Appreciation gifts. Send email to class parents at the end of March. Class parents must reply with their idea. Track all replies. Every teacher in the classroom receives a gift. Gifts are sent in on the Monday of Teacher Appreciation Week. Class dues should not be used for gifts. Gifts should be donated or handmade.

## WEBSITE

**Upon assuming the role of Chairperson, consult with prior Chairperson for insight, guidance, ideas, etc., in order to ensure a smooth transition. Also, if possible, initially meet with your Committee members to foster collegiality, outline goals, and to propose/discuss Committee strategies/ideas.**

1. Prepare and submit a Plan of Work to Executive Committee.
2. Maintain the Birch Lane Elementary School's PTA website in a timely manner and ensure that the annual renewal bill for the PTA's website's domain name registration is paid.
3. Keep information current and updated regarding the PTA and school.
4. Report all information and activities at PTA meetings.

## **CHECK POLICY**

1. If a check that is given to Birch Lane PTA bounces, the Treasurer or delegate will make every effort to contact the person/company who wrote the check to get the funds due to Council. Depending on the situation, Birch Lane PTA may request a different form of payment (i.e. cash).
2. If a check written by Birch Lane PTA is not cashed within 6 months, it is considered expired. The Treasurer or delegate will make three (3) attempts to contact the person the check recipient. If there is no contact after three (3) attempts, the funds will be considered a gift to Birch Lane PTA.

## **SOCIAL MEDIA POLICY**

National PTA recognizes the importance of the internet in shaping public thinking about the entire PTA organization along with our current and potential services. We also recognize the importance of our employees and volunteers joining in and helping shape the industry's conversation and direction through interaction in social media. National PTA is committed to supporting honest, transparent and knowledgeable dialogue on the internet through social media. As with anything, PTA needs to take some precautions when using social media tools that connect and engage our organization. The same resources that make social media interactive are also the same elements that can damage the PTA brand.

Social media forces us to address the different ways our personal lives and professional work can intersect. Navigating between them can be difficult, especially on tools like Facebook that require the user to have a personal account to use an organization's page. It is important to lay out the ground rules ahead of time to ensure that all staff and volunteers—that may have very different ideas about what is appropriate—are clear about the expectations. Social media can be used to enhance communication but should not be universal communication as it should not be assumed that everyone is using social media.

1. When staff and volunteers communicate through social media, unless authorized to speak on behalf of PTA, they are representing themselves and should use a disclaimer.
2. If staff or volunteers write anything related to the work at PTA on a blog or some other online space, make it clear that what is being said is representative of their own views and opinions and not as a spokesperson for PTA.
3. If an individual is speaking on behalf of PTA, that should also be made clear.
4. Follow all social media guidelines.
5. Use a name recognizable to people in real life. Pretending to be anything or anyone else isn't allowed.

It is suggested that if the unit has a PTA page they put on it "This is the only FB page authorized, administered by and overseen by \_\_\_\_\_ PTA."

While the PTA does not seek to censor posts or limit freedom of speech on its social media platforms, all content must be in compliance with the PTA's policy and intended uses. Any content that is deemed to be

prohibited or objectionable will be removed by Facebook/social media page administrators. The following uses are prohibited on any PTA media outlet, including social media platforms:

- Cyber bullying of any kind, including insulting, targeting, embarrassing or excluding any individuals, including but not limited to school board officials, school administrators, teachers, PTA members, students, parents or other individuals.
- Putting down any individuals or other organizations/associations.
- Discrimination of any kind on age, gender, disabilities, race, sexual orientation, etc.
- Threats of physical or verbal abuse.
- Inflammatory statements.
- Allegations against persons, or organizations.
- Offensive language, including but not limited to ethnic, religious and racial slurs; profanity, sexually explicit language and the like, including acronyms of offensive expressions.
- Discussions/portrayals of alcohol and/or drug use (unless in an educational context).
- Advertising for businesses, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of PTA partners and supporters.
- Furthering an issue or product for personal or professional gain.
- Airing grievances with school board officials, school administrators, teachers, PTA member, students or other individuals.

Determination of prohibited use or objectionable content is at the sole discretion of the PTA social media administrators.

## **INSTALLATION PROCEDURES**

1. The host PTA unit coordinates the Massapequa PTA Council Installation. A Council representative (1<sup>st</sup> Vice President of Council), the President of the host unit and hospitality representatives of all units carry out the plans.
  - a. Date has been scheduled and appears on the school district calendar.
  - b. A budget of no more than \$225.00 per unit (including Council) has been established. The disposition of any monies not used will be determined by a vote of Council.
  - c. Order of units – **Birch Lane**, East Lake, Fairfield, Lockhart, McKenna, Unqua, Junior-Senior, SEPTA.
2. Hospitality Committee
  - a. Hospitality chairman of the host unit holds a meeting with hospitality representatives from each of the units and Council representative (1<sup>st</sup> Vice President of Council) to plan the evening's program.
  - b. Host unit is responsible for coordinating the dinner, refreshments and desserts for the installation.
  - c. Check is collected from each unit. Host unit should send out an invoice to each unit.
  - d. The installation will be held at a location to be determined by the Council Board.
  - e. Arrange through the building Principal if kitchen facilities are necessary.
  - f. Host unit fills out building use form/ensures building use form has been submitted.
  - g. Arrange for entertainment.
  - h. Determine theme for event.
  - i. Determine gifts for installed officers.
  - j. Create program consisting of agenda for the night, each PTA unit's executive committee, District Administration and BOE.

- k. Arrange for a room and for refreshments for the entertainers, if necessary.
- l. Arrange a time to set up for installation.
- m. Remind everyone you will need help with cleanup at the end of the evening.
  - n. Each unit makes name tags for all members of their unit who will attend. Host school makes name tags for Council and guests (including Administration, Teacher Representatives, etc.).
  - o. The host unit is responsible for purchasing all paper goods, coffee/tea set up, etc.

### 3. Invitations

- a. One month before date, host unit sends out written invitations (see sample) to the following:
  - i. Members of the Board of Education
  - ii. District administrators (Superintendent, Assistant Superintendents and Executive Directors)
  - iii. Principals and Vice Principals of all Buildings
  - iv. Director of Special Education
  - v. Teacher Representatives, MFT President
  - vi. All incoming PTA boards for each PTA unit and outgoing presidents of each unit, if applicable

### 4. Installing Officer

- a. Contact Nassau Region to arrange for an installing officer.
- b. As soon as possible, give the installing officer the names of officers to be installed (including pronunciation of difficult names) and copy of the agenda for the evening.

### 5. Agenda

- a. The host PTA President and Council President prepares an agenda for the evening (see sample),
- b. 1<sup>st</sup> Vice President will prepare a list of officers to be installed; have on podium.

### 6. Day of Installation

The host unit will:

- a. Meet to set up room(s) with hospitality committee.
- b. Check room to be used by entertainers, if necessary.
- c. Check podium, microphone.
- d. See that flag is in the room.
- e. Have a check for kitchen help, if used.
- f. Clean up after program.

### 7. After Installation

Council President will:

- a. Send thank you notes to the following:
  - i. Installing Officer
  - ii. Principal of host school
  - iii. Entertainment for evening
  - iv. Custodial staff in building where held.

## **SAMPLE AGENDA – INSTALLATION**

Installation June (date), (Year)

Opening statement from - 1<sup>st</sup> Vice President

Pledge of Allegiance – President of host unit

Host President introduce Inspiration Speaker

Welcome message from Council President

Guest Introductions – 2<sup>nd</sup> Vice President

Dinner

Introduction of installing officer – Council President

Installation of officer – installing officer

Recognitions – Council President

## **SAMPLE INVITATION – INSTALLATION**

You are most cordially invited

to attend the

Massapequa PTA Council Installation

on Monday, June X, 20xx

at

7:00 p.m.

Massapequa High School - Ames Campus

Refreshments will be served