

**LEVITTOWN COUNCIL OF  
PARENT TEACHER ASSOCIATIONS  
PROCEDURES AND GUIDELINES**

**Levittown Council of PTAs  
Procedures Manual**

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## INTRODUCTION

Procedures are the rules an organization uses to administer its affairs under the provisions of the Bylaws. They implement the Bylaws by providing details not outlined there. Together, Bylaws and procedures provide for the 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 and amended at a Council meeting under "New Business". No advance notice is necessary. Changes must be noted in the minutes and go into effect immediately.

Procedures shall be amended to conform to changes in Council Bylaws and as required by New York State and National PTA Bylaw amendments.

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

## GENERAL INFORMATION

- 1) Membership lists, names, addresses, etc. and class lists are to be used strictly for PTA purposes. They are not to be released to other groups or used for any other reason.
- 2) When authorized to present Council position, present only the Council position. **DO NOT PRESENT PERSONAL VIEWS.**
- 3) When setting meeting dates, check the School District calendar, as well as the Nassau Region PTA calendar, and clear dates with the Superintendent if necessary.
- 4) **Issues of a personal nature should be discussed with the appropriate administrator privately, rather than during a Council meeting.**
- 5) Guests at a council meeting may not vote or make motions. They may speak with the approval of the President, Executive Committee, Executive Board or voting body.
- 6) If contacted by reporters, request the reporters' name, newspaper and reason for the call. Be sure your answers are accurate and are according to the PTA policy, not your opinion. When in doubt, refer them to the Council President.
- 7) 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.
- 8) PTA shall not fundraise for other organizations.
- 9) PTA shall not donate to other organizations – PTA money is for PTA purposes.

- 10) There is an established line in the council budget that is to be used for the annual Board of Education Recognition (usually in the fall). The amount of money in this line, not to exceed \$100.00, should be enough to serve as an expression of council's appreciation of the work the board members do. No board member shall financially benefit from this act.
- 11) Complaints about school personnel or other school related business should be referred to the person, the Principal or the Superintendent.
- 12) PTA shall not give gifts to schools. Items needed by the schools should be requested through the school district budget.

## **EXECUTIVE COMMITTEE**

*(Refer to Bylaws Article X)*

**The Executive Committee shall consist of the elected officers of the Council**

The Executive Committee shall:

- 1) Attend all Council meetings
- 2) Attend Nassau Region and State PTA workshops and conferences pertaining to their office.
- 3) Meet at the call of the President or a majority of Committee members.
- 4) Prepare the calendar with the President.
- 5) Notify the President when unable to attend a meeting.
- 6) Perform duties as assigned from time to time.

## **EXECUTIVE BOARD**

*(Refer to Bylaws Article XI)*

**The Executive Board shall consist of the executive committee, chairmen of standing committees, and the president of each member unit.**

The Executive Board shall:

- 1) Perform all duties as outlined in the Bylaws.
- 2) Create committees, in accordance with provisions in Article XIII.
- 3) Approve the plan of works of standing committees.
- 4) Review and submit the budget prepared by the budget committee to the council for adoption.
- 5) Appoint an audit committee of no fewer than three (3) members or a professional auditor.
- 6) Attend all council meetings.
- 7) Notify the President when unable to attend a meeting.

## PRESIDENT

*(Refer to Bylaws Article IX, Section 1)*

### **The President shall:**

- 1) Perform all duties as outlined in the Bylaws.
- 2) Become familiar with and follows the Presidents Guide from NYS PTA.
- 3) Maintain a fair and impartial position at all times.
- 4) Act as a liaison between the school district and PTA Council
- 5) Represent the PTA Council at all necessary meetings and reports back to Council on any information received or discussed. (If unable to attend, arrange for a member of the Executive Board to represent Council)
- 6) Represent parents on District Interview Committee for Superintendents, Assistant Superintendents, Directors, Principals and Teachers. (If unable to attend arrange for a member of the Executive Board to represent Council)
- 7) Set dates for Council meetings and President/Superintendent meetings in cooperation with the Superintendent and District Calendar Committee.
- 8) Be authorized to approve the expense of up to \$50.00 at one time as miscellaneous budget allows.
- 9) Call on chair people to report their plan of work for the year, which must be approved by the Executive Board before action can be taken.
- 10) Coordinate the work of the following Standing Committees:
  - a. Arts in Education
  - b. Audit
  - c. Council Budget
  - d. Elementary Curriculum
  - e. Health, Safety & Environmental Awareness
  - f. Legislation
  - g. Procedures
  - h. Secondary Curriculum
- 11) Maintain share folders with current information from National, State & Region PTA, as well as any other information of interest to members.
- 12) Make sure that each voting member has an up to date copy of the Bylaws and Procedures
- 13) Prepare, distributes and follows an agenda at all meetings in which the President is presiding.
- 14) Review and sign all contracts.
- 15) Call for required reports from Board members and Chair people.
- 16) Vote when voting is by ballot and to break a tie.
- 17) Recognize members who have not spoken to the question, in preference to ones that have.
- 18) Refrain from entering discussions while presiding. The Vice-President should preside if the President wishes to speak. If the President speaks to a motion on the floor, the President may not return to presiding until a vote on that motion has been taken.

- 19) Notify anyone who is interested in holding office to notify the Chairperson of the Nominating Committee of his or her interest and availability to serve if asked.
- 20) Initiates emergency chain at his/her discretion.
- 21) Invite Superintendent, President of the School Board and Levittown United Teachers representative to President/Principal dinner.
- 22) Verify that all units are in good standing.
- 23) Sign all checks along with Treasurer per insurance. (Two signatures required) (In lieu of the President, the Recording Secretary will be the second signature.)
- 24) Sign all IRS tax forms as the Presiding Officer of the unit.
- 25) Work with the school district Webmaster to update and maintain the PTA Council link on the school district web site.
- 26) Present award certificates and checks to recipients of the PTA Senior Award Committee in the event Council Chair people cannot attend the awards ceremony.
- 27) Be eligible for Presidency only if served as a President of a member unit.
- 28) Submit procedure book to the incoming President within 30 days of expiration of term of office or to the 1st Vice President immediately upon resignation.
- 29) Submit an annual report in May with a copy to the Recording Secretary.

## **HONORARY VICE PRESIDENT**

### **The Superintendent of Schools holds this position and:**

- 1) Is installed at the Annual meeting in May
- 2) Acts as a liaison for the School District
- 3) Interprets policies established by the School Board

## VICE PRESIDENTS

*(Refer to Bylaws Article IX, Section 2)*

The Vice President(s), who may be called upon at any time to assume temporarily the place of the President, should make a thorough study of the President's duties and responsibilities and be familiar with the work of the Council.

### 1st Vice-President

**The 1st Vice President shall:**

- 1) Perform all duties as outlined in the Bylaws.
- 2) Not be an "ex-officio" of any Committee in absence of the president
- 3) Represent the President upon request.
- 4) Report directly to the President
- 5) Preside at meetings when the President is unable to attend, if possible.
- 6) Attend all Region meetings the President is unable to attend, if possible.
- 7) Serve notice of an election in the case of a vacancy in the office of the President. **(Refer to Article VII, Section 4 of the Bylaws and the "Vacancy" section of these Procedures)**
- 8) Coordinate the work of the following Liaisons:
  - a. Capital Projects
  - b. District Budget
  - c. Food Service
  - d. G.C. Tech
  - e. LEADD
  - f. Levittown Schools Community Scholarships(formally known as Dollars for Scholars)
  - g. President Appointed Liaisons (PAL)
  - h. Senior Citizens Prom (Liaison)
  - i. SEPTA
  - j. Teachers Center
  - k. Wellness
- 9) Prepare, maintain, update and distribute to all Officers and Committee Chair people the Chairperson's Procedures folder. Turn over Chairperson's Procedure folder and files to new Chair people within 60 days of the annual meeting in May.
  - a. Submit an annual report to the President at the annual meeting in May with a copy to the Recording Secretary.
  - b. Submit Procedure folder to the President within 30 days of expiration of term of office or immediately upon resignation.



## **2nd Vice-President**

### **The 2nd Vice President shall:**

- 1) Perform all duties as outlined in the Bylaws.
- 2) Serve in the place of the 1st Vice President when necessary
- 3) Prepare the Council Directory and calendar and distribute to all Officers, Chair people and Delegates at the first Council meeting of the school year.
- 4) Arrange for programs at Council meetings after approval by the Executive Board.
- 5) Coordinate the work of the following Special Committees:
  - a. Budget(Council)
  - b. Bylaws
  - c. Honorary Life
  - d. Meet the Candidates
  - e. Nominating
  - f. PTA Council Memorial Senior Award Committee
  - g. PTA Council Senior Award Dinner Dance
  - h. Reflections
- 6) Coordinate workshop attendance by members.
- 7) Submit an annual report to the President at the annual meeting in May with a copy to the Recording Secretary.
- 8) Submit Procedure folders to the President within 30 days of expiration of term of office or immediately upon resignation.

## **RECORDING SECRETARY**

*(Refer to Bylaws Article IX, Section 3)*

The Recording Secretary is responsible for keeping accurate records of the proceedings of the Levittown Council of PTA's

### **The Recording Secretary shall:**

- 1) Perform all duties as outlined in the Bylaws.
- 2) Report at monthly Council meetings all motions and votes of the Executive Board and Executive Committee meetings.
- 3) Maintain a permanent and updated printed file of:
  - a. Council, Executive Board and Executive Committee Minutes
  - b. Committee reports
  - c. Attendance sign in sheets from monthly Council meetings, Executive Board and Executive Committee meetings.
- 4) Have on hand at every meeting:
  - a. A current copy of the Council's State approved Bylaws
  - b. A list of all Committees, their Chair people and members.
  - c. Current approved Procedures .
  - d. Minutes of the previous meeting including Treasurer's Report
  - e. A list of unfinished business.

f. Agenda

- 5) Provide the Levittown school district Webmaster with each set of monthly general meeting minutes after they have been approved by membership.
- 6) Record general council meetings and maintains tapes along with other paper records. Tapes are kept for 2 years.
- 7) Keep a record of Executive Committee, Executive Board, Chair people and Delegate attendance at all meetings.
- 8) Furnish New York State PTA Convention delegate(s) with credentials for voting.
- 9) Call the meeting to order in the absence of the President, Vice President(s) and conduct an election of President pro tempore.
- 10) Send in names and addresses of elected officers to Nassau Region immediately following an election.
- 11) Sign checks in lieu of President, along with Treasurer. (Two signatures required.)
- 12) Submit an annual report to the President in May.
- 13) Submit Procedure folder to 1st Vice President within 30 days of expiration of term of office or immediately upon resignation.

## **CORRESPONDING SECRETARY**

*(Refer to Bylaws Article IX, Section 4)*

### **The Corresponding Secretary shall:**

- 1) Performs all duties as outlined in Bylaws.
- 2) Prepare Council correspondence as requested by the President, the Executive Board, the Executive Committee, Chair people and/or Delegates.
- 3) Reads letters received by Council at all Council meetings.
- 4) File original correspondence in a loose-leaf binder.
- 5) Send an invitation and a list of Council meetings for the year to the Superintendent of Schools, all Principals, all School Board members, and the Director of Special Education.
- 6) Purchase stationary supplies and postage as needed.
- 7) Submit newspaper articles and press releases to local newspapers advertising Council events and achievements
- 8) Maintain a Council scrapbook including, but not limited to:
  - a. Name of Council
  - b. List of elected officers
  - c. List of Standing and Special Committee Chair people
  - d. Council Directory
  - e. Council Bylaws and Procedures
  - f. Copies of all flyers, letters, announcements, etc. pertaining to Council
  - g. Newspaper articles and press releases pertaining to Council functions
  - h. Photograph Council events (if unable to attend function, contact President to make other arrangements)
- 9) Submit an annual report to the President at the annual meeting in May

10) Submit Procedure book and Correspondence book to the President within 30 days of expiration of term or immediately upon resignation.

## **TREASURER**

*(Refer to Bylaws Article IX, Section 5)*

### **The Treasurer shall:**

- 1) Perform all duties at outlined in the Bylaws
- 2) Become familiar with and follows "The Money Matters guide" from NYS PTA.
- 3) Keep a full and accurate account of receipts and expenditures in a ledger book to be open for inspection by any voting member of the council.
- 4) Have on hand for reference at every meeting detailed financial records of all Committees. Such records shall include:
  - a. Approved budget
  - b. Receipts and approved disbursements
  - c. Balance on hand
- 5) Deposit all funds in Council account within three (3) days of receipt. File deposit slips with Remittance Forms.
- 6) Make no disbursements without proper receipts and Expense Vouchers.
- 7) Notify each unit, at the first council meeting of the year, the balance of dues owed.
- 8) Notify each unit at the April meeting that a \$20.00 payment towards next year's dues is due in June with a statement of the current year's membership for each unit.
- 9) Disperse, on the approval of the president, the expenses of up to \$50.00 at one time.
- 10) Register approved signatures at the bank.
- 11) Perform monthly bank reconciliation using the monthly bank statements, ledger, checkbook, expense and remittance forms.
- 12) Make sure monthly audits are complete in conjunction with insurance company request
- 13) Organize a meeting with incoming unit Treasurers (with their proposed budgets) prior to the beginning of the school year.
- 14) Submit an annual report to the President at the annual meeting in May.
- 15) Submit all financial records to the President within 30 days of expiration of term of office or immediately upon resignation.
- 16) Submit an annual report to the President at the annual meeting in May with a copy to the Recording Secretary. This report will be adopted at this time and become an official record of the Council.
- 17) Submit Procedure book and scrapbook to the President within 30 days of expiration of term of office or immediately upon resignation

## **IMMEDIATE PAST PRESIDENT**

### **The Immediate Past President shall:**

- 1) Serve in this capacity for the duration of their successor's presidency.
- 2) Serve in an advisory capacity, but does not interfere with the new president's methods.
- 3) Give advice based upon experience, when requested.
- 4) Act in a helpful manner.
- 5) If applicable, submit an annual report to the President at the annual meeting in May.

## **VACANCIES**

*(Refer to Bylaws Article VII, Section 4)*

The steps outlined below are to be followed when an officer is unable to serve a full term:

- 1) A letter of resignation shall be sent to the President.
- 2) The date on which the Executive Committee and Executive Board accepts the resignation shall be noted in the minutes.
- 3) The President shall issue a notice to the Executive Board of an election meeting within 5 days of receiving the letter of resignation and in the following way:
  - a. The President shall contact the Corresponding Secretary to notify the Executive Board of an emergency meeting for the sole purpose of filling the vacant office. The Executive Board will hold the election at this meeting.
- 4) If the President is resigning, the letter shall go to the 1st Vice President who shall arrange for notice of election as above.
- 5) The President may appoint a person to perform the duties of the vacant office until the official election.

## **PRESIDENT/SUPERINTENDENT MEETINGS**

**Purpose:** An opportunity to discuss, in detail, matters of district-wide concern that may occur between council meetings, or be of such a nature as to make discussion at a full council meeting impossible.

### **The President/Superintendent meeting shall:**

- 1) Be presided over by Council President
- 2) Be held once a month during the school year. Be attended by Unit Presidents, Executive Committee of Council, Superintendent and Assistant Superintendents. Be limited to district-wide and building issues. Issues of a personal nature should be discussed with the appropriate administrator privately.
- 3) Remain confidential when requested.

## **DELEGATES TO THE New York STATE PTA CONVENTION**

A PTA Council is entitled to one **voting** delegate. The delegate will be chosen in the following priority:

- a. President
- b. Legislation Chairperson
- c. 1st Vice President
- d. 2nd Vice President
- e. Recording Secretary
- f. Corresponding Secretary
- g. Treasurer
- h. Historian
- i. Immediate Past President
- j. Standing Committee Chair people

### **The Delegate shall:**

- 1) Secure voting credentials from the Recording Secretary.
- 2) Be given a vote of confidence at the Council meeting prior to Convention.
- 3) Review New York State Basic Policy and Proposed Resolutions. Obtain further information if necessary.
- 4) Prepare and distribute Basic Policy and Proposed Resolutions tally sheet for members for discussion and approval at the meeting prior to the Convention.
- 5) Vote as per tally of Council unless resolution is amended as to change the intent of the resolution at which time delegates may exercise vote of confidence.
- 6) Expected to attend convention workshops and convention sessions.
- 7) Expected to maintain a code of conduct. He/She is attending the convention as a representative of the council unit.
- 8) Expected to report back to the Unit both verbally and in writing.

- 9) Prepare and submit receipts for all expenses to Council Treasurer.
- 10) Prepare and submit a report to Council on all the actions taken at Convention with a copy to the Recording Secretary.
- 11) Submit Procedure book to 1st Vice President within 30 days of annual meeting in May or immediately upon resignation as Delegate.

## **RESPONSIBILITIES OF MEMBER UNITS**

### **Each member unit shall:**

- 1) Select a delegate for representation on the Council Nominating Committee by the October Council meeting.
- 2) In alphabetical order, arrange for hospitality at monthly council meetings. Coffee, tea and small finger foods are preferable: however, it is up to each unit to decide what they would like to serve.
- 3) Pay dues for the current year

## **RESPONSIBILITIES OF COUNCIL DELEGATES**

### **All Council Delegates shall:**

- 1) Attend Council meetings and report back to their unit.
- 2) Must be a member in good standing with their unit (paid dues for current year)
- 3) Make motions, discuss motions and votes.
- 4) Report to their unit any action requiring an instructed vote. Report to the council the results of this vote.
- 5) Encourage unit members to attend council programs.
- 6) Is familiar with Unit, Council, Region, State and national PTA Bylaws, policies and procedures. (Ask Unit President).
- 7) Represents only 1 unit.

## **RESPONSIBILITIES OF UNIT PRESIDENTS**

### **All Unit Presidents shall:**

- 1) Encourage attendance of delegates at Council meetings.
- 2) Ensure that unit is represented at Council Committee meeting when necessary.
- 3) Include a delegate report on council business at their Unit meetings.
- 4) Attend monthly President/Superintendent meetings.
- 5) Perform all duties of an Executive Board member.
- 6) Select a representative for Council & District committees when requested.

## **RESPONSIBILITIES OF MEMBERS ATTENDING OFF SITE INSTRUCTION AND PROGRAMS**

**This procedure applies but is not limited to: state and national conventions, summer experience, region presentations and workshops:**

- 1) Member is expected to maintain a code of conduct. He/She is representing our council unit.
- 2) Prior to the program; if the member is unable to attend; he/she will give at least 24 hours' notice to the council president. At that point, attempts will be made for someone else to attend. If the member fails to properly notify the council president or does not attend the event; the member is responsible to reimburse council for the fee paid on their behalf. In an emergency situation; the council president may waiver this reimbursement. Repeated cancellations or refusal to reimburse the council unit may be cause for the council president to refuse to allow this member to represent the unit at any additional programs.
- 3) Members are expected to report back to the Unit both verbally and in writing.

### **Registration/Housing**

- Upon approval to attend an event the member must register for housing and training meetings.
- The attending member is responsible to submit all registration forms (attached to an expense voucher) to the treasurer at least 10 days before registration deadline to assure payment of event/housing.
- If the forms are not submitted before the deadline, the reservation will not be made. The member will be responsible for making their own registration/housing arrangements. They will only be reimbursed an amount equal to the contracted room rate plus tax.
- Only room and tax for the attending member for the approved nights will be paid. Any changes to reservations, such as additional nights, above approved room and tax charges will be the sole responsibility of the individual.
- Attending Members are responsible for all incidentals, call charges, late checkout or no show fees as required by the hotel and will not be reimbursed.

### **Air Travel**

- Members will be booked on the economical roundtrip coach airline fare available for the approved travel.
- The traveling member must pay any schedule or ticket changes that incur a penalty or higher airfare. (this does not apply if the sponsoring organization makes changes in the event schedule)
- Reservations must be paid in full by the individual traveler. An expense form must be submitted with the original ticket receipt no later than 30 days after travel for reimbursement.
- If the flight is canceled the traveling member must call to rebook the ticket.
- If the ticket has to be canceled due to a circumstance unique to the traveling member, that individual will be responsible for all expenses related to the flight cancellation and fees.

### **Mileage**

- Personal automobile mileage will be reimbursed at \$0.14 per mile (government standard) for approved travel.
- An expense voucher with approved mileage printout from MapQuest, AAA or similar must be submitted no later than 30 days after travel for reimbursement.

### **Gas/Tolls**

- When using a personal vehicle for travel Gas and tolls will be reimbursed. Gas not to exceed \$4.99 per gallon.
- An expense voucher with gas/toll receipts attached must be submitted no later than 30 days after travel for reimbursement.
- An expense voucher with gas/toll receipts (print out of EZ-pass statement can be used for toll receipts) must be submitted no later than 30 days after travel for reimbursement.

## **COUNCIL COMMUNICATION**

Levittown Council of PTAs recognizes the importance of communication within its council membership, as well as with the Levittown School District and our community.

Council communication exists in various forms; verbally (in person or on the phone), through traditional mailings and emails.

Council's policy will be to forward any appropriate communication (as deemed by the Council President or his/her designee) that deals directly with the Levittown Council of PTAs or any of its member units, the Levittown School District or any group or organization that is affiliated with Council. Examples of the affiliates are but not limited to NYS PTA and Levittown Dollars for Scholars.

## **COMMITTEE CHAIRPEOPLE**

*(Refer to Bylaws Article XIII)*

### **All Standing and Special Committee Chair people and Liaisons shall:**

- 1) Assume official duties upon appointment
- 2) Perform all duties as outlined in the Bylaws.
- 3) Contact **all** Committee members
- 4) Attend all Council meetings. If unable to attend, notify President and arranges for report to be given if applicable.
- 5) Study predecessors' files and meeting with him/her if possible.
- 6) Study sections of PTA handbooks and publications pertaining to Chairpersonship.
- 7) Become well-informed about concerns within Chairpersonship and resources available.



- 8) Become as well informed, as possible about community needs in your field. If necessary, set up study groups and action programs to look into the needs of the district in your field.
- 9) Contact all units for representation on Committee, when necessary.
- 10) Keep unit chair people informed. Notify unit counterparts of all Region workshops and meetings and encourage their attendance.
- 11) Contacts Region Chairperson for information and advice when necessary.
- 12) Notify unit chair people and council president of all Committee meetings.
- 13) Encourage unit Chairperson and helps them with sound planning.
- 14) Keep records of money budgeted and spent by Committee. Submits bills with Expense Vouchers to the treasurer promptly. Stay within your approved budget. If additional funds are needed, send a request to the Executive Board for review and if approved, make a motion at the next Council meeting for the increase in funds.
- 15) Maintain an up to date procedure folder (see Chairperson's Procedure Folder section)
- 16) Submit Procedure folder to 1st Vice President no later than 30 days after the last Council meeting.
- 17) Prepare and report at Council meetings activities of the Committee. Such report shall be prepared in duplicate with one copy given to the Recording Secretary and one copy put in the Committee procedure book.
- 18) File building use forms when necessary or contact Superintendent's office to reserve rooms and contact custodial office to make sure respective buildings will be open.
- 19) **May not sign any contract**
- 20) **Include the Levittown Council of PTAs heading, the name of the Committee and a contact person on all flyers, announcements, etc. The President must approve any correspondence sent out under Council's name. If it is to be distributed through the schools, the President will obtain the Superintendent's approval. Letters in which the Committee takes a stand or expresses an opinion need approval by Council and is sent on official stationery. Letters requesting information do not need approval.**
- 21) Count all income received with a second person and forwards all monies with Remittance Forms to the Treasurer **immediately** following counting.
- 22) Call the Council President/or Designated Vice President prior to Council meetings when a report is to be given, so that they may be placed on the agenda.
- 23) In the event of a Special Committee (i.e. dinner dance, nominating) the conveyor or chairperson of the Committee will call members of the Committee 48 hours before the meeting date.

## CHAIRPERSON'S PROCEDURE FOLDER

A procedure folder serves as a permanent record of a Chairperson's activities and ensures an ongoing PTA program of work. It should contain material and information needed for the Chairperson's job. The folder will be passed onto his/her successor. The folder is returned to the 1st Vice President within 30 days of the annual meeting.

### **The procedure book should contain the following:**

- 1) Chairperson's name, address, and phone number, the year(s) of Chairmanship.
- 2) Names addresses and telephone numbers of:
  - a. Executive Committee
  - b. Executive Board
  - c. Standing and Special Committee chair people
  - d. Committee members, Region and State counterparts
- 3) Approved Plan of Work which should include:
  - a. Goals
  - b. Areas of Interest
  - c. Possible projects and/or programs
  - d. Approved budget
- 4) Reports of predecessors with evaluation and recommendations.
- 5) Copies of:
  - a. Reports given at monthly Council meetings.
  - b. Letters, flyers, articles written
  - c. Publicity, press clippings
  - d. Approved Bylaws
  - e. Handbooks (Region, State and National)
  - f. Approved Council Procedures
  - g. Job description
  - h. Local and district newsletters
  - i. Region, State and National PTA publications
  - j. Pamphlets or other pertinent literature
- 6) Yearend report which includes:
  - a. Goals
  - b. Activities
  - c. Expenses
  - d. Evaluation, recommendations and budget requests of activities
  - e. Recommendations

## LIAISONS

The following chair-people are *Liaisons*. These chair-people have no Committee though they may have unit counterparts. They represent Council on District or Community committees when representation is requested.

Capital Projects/Bond Watcher  
District Budget

Dollars for Scholars  
Enrichment  
Food Service  
G.C. Tech  
LEADD  
Senior Citizen Prom  
SEPTA  
Teacher Center  
Wellness  
Any Presidential Appointed Liaison

## COMMITTEES

*(Refer to Bylaws Article XIII)*

### **Arts in Education (Standing Committee)**

**Purpose:** To keep council informed about cultural arts programs.

- 1) Chairperson performs all duties as outlined in Committee Chairperson section and becomes familiar with Committees section of the Bylaws as it may pertain to this committee.
- 2) Keeps track of cultural arts programs in all of the school buildings.
- 3) Attends Arts-In-Education Showcase of Nassau Region.
- 4) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 5) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Audit Committee (Standing Committee)**

**Purpose:** To certify the accuracy of the books and records of the Council and to assure the membership that the Council's resources/funds are being managed in a business-like manner within the procedures established.

- 1) The Audit Committee shall consist of three (3) members of the Executive Board and be appointed at least two (2) weeks prior to the first Council meeting of the school year.
- 2) The President, with the cooperation of the Executive Board shall appoint the chairperson.
- 3) **The Treasurer, President or any other authorized check signer is never part of the Audit Committee.**
- 4) All books must be audited monthly. In addition, an audit shall also be performed:  
Mid-year (January) and annually at the closing of the fiscal year (June 30th).  
When any authorized check signer is added or deleted on any bank account.  
Whenever the Treasurer position is changed or at any time deemed necessary.
- 5) The Treasurer shall provide the following:  
A copy of the annual report  
Sales tax returns filed

IRS Forms: 990, 990 EZ or 990 N  
A copy of the last audit report  
Checkbook and cancelled checks  
Bank statements and deposit receipts and Remittance Forms  
Treasurer's ledger book  
Vouchers and/or invoices of bills paid and Expense Forms  
All financial reports for the period being audited  
Minutes that would include an adopted budget and/or any amendments that were approved during the year  
Any other information requested by the Audit Committee

- 6) If satisfied that the Treasurers accounts are correct, the Committee Chair and its members sign a statement to that fact, to be presented for adoption by the voting membership at the next Council meeting. The Audit Committee report shall be presented to membership at the first Council meeting of the school year complete with the signatures of the Chairperson and Committee members and added to the minutes.

**The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and become familiar with the Committees section of the Bylaws as it may pertain to this Committee.
- 2) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 3) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting in May or immediately upon resignation as Chairperson.

**Budget (Special Committee)**

**Purpose:** To develop an outline of estimated income and expenses with explanations of the kinds of programs and PTA development to be carried out and how much money is needed to be raised to carry out those programs.

A budget must be in place at all times in order for expenditures to be made and fundraisers to be conducted.

The Budget Committee shall be appointed by the Executive Board in May and should include:

- a. The President
- b. The Treasurer (incoming and outgoing if applicable)
- c. Two (2) other Executive Board members who have an understanding of the financial needs of the PTA Council.

**The Chairperson shall be the Current Treasurer and:**

- 1) Perform all duties as outlined in Committee Chair people section and become familiar with Committee section of the Bylaws as it may pertain to this Committee.

- 2) Study the previous year's budget and financial reports to determine how that budget met the Council's needs.
- 3) Receive all budget requests from Committee Chair people.
- 4) Estimate probable income from all sources as well as estimated proceeds from each approved fundraiser
- 5) Draft a preliminary budget based on previous year's budget
- 6) Present the budget to the Executive Board for review and approval prior to the first Council meeting.
- 7) Present the budget at the first Council meeting for approval. Present item by item and allow time for discussion and amendment of each item.
- 8) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 9) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting in May or immediately upon resignation as Chairperson.

### **Bylaws (Special Committee)**

*(Refer to Bylaws, Article XVI)*

**Purpose:** To review and amend the Bylaws of the Council to conform to New York State and National PTA Bylaws and the changing needs of the Council.

### **The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chair people section and become familiar with Committees and Amendments section of the Bylaws as they may pertain to this Committee.
- 2) Receive and review copy of New York State PTA Manual "*13 Steps to Updating Bylaws*" section
- 3) Attend Region and/or State Bylaws workshops.

### **If a committee needs to be formed:**

#### **The Committee shall:**

- a. Consist of one representative from each member unit and the Council Executive Committee.
- b. Possess a copy of the current Bylaws and review them to ensure that they conform to the needs of the Council.
- b. Gather written recommendations from units during the year in which the Bylaws are to be renewed.
- c. Submit, in writing, recommendations to the Council voting body and member units.
- d. Revise the Bylaws according to the methods prescribed in the Bylaws, Article XVI.
- 4) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 5) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting in May or immediately upon resignation as Chairperson.

### **Capital Projects/Bond Watcher (Liaison)**

**Purpose:** To serve as a Liaison between Council and the School District.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Communicates with the Assistant Superintendent of Business and Area Directors of Chairs as needed, monthly to receive updates on projects completed and ongoing in the District.
- 3) Establish whether Bond or Regular budget item
- 4) Report at monthly Council meetings.
- 5) Submit an annual report to the President at the annual meeting in May with a copy to the 1st Vice President.
- 6) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Council Budget (Standing Committee)**

**Purpose:** To have input on the School District Budget and to keep Council updated.

The charge of this committee is to review academic and support programs and departments. The committee looks for areas to develop, improve or diminish. Unit Representatives will meet with their respective Principals (or his/her designees) and forward their information to the committee for discussion.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Contact Units for representation from each unit as well as Council.
- 3) Hold meetings with Assistant Superintendent of Business to discuss educational programs and their current future impact on the School District budget.
- 4) Investigate and cost out the needs of individual schools to see if they warrant addition to the School District yearly budget.
- 5) The committee will develop a report of their recommendations that will be presented by the committee chair or his/her designee at a Board of Education meeting; after first receiving an affirmative vote to do so at a general council meeting.
- 6) Submit an annual report to the President at the annual meeting in May with a copy to the 1st Vice President.
- 7) Submit Procedures folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

## **Curriculum (Standing Committees)**

### **Elementary and Secondary**

**Purpose:** To have input on the School District curriculum in the Primary and Secondary Schools and keep Council updated.

#### **The Chair people shall:**

- 1) Perform all duties as outlined in Committee Chair people section and become familiar with Committees section of the Bylaws as it may pertain to this Committee.
- 2) Meet with the Assistant Superintendent of Instruction before the first Council meeting of the school year to plan an agenda of topics for the year.
- 3) Contact each unit President and obtains name(s) of their Curriculum representatives (due to space limitations, no more than 2 persons should represent a unit)
- 4) Send a list of meeting dates and topics to unit President and their representatives.
- 5) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 6) Submit Procedure folder to 1st Vice President within 30 days of annual meeting or immediately upon resignation as Chairperson.

## **District Budget (Liaison)**

**Purpose:** To serve as liaison between Council and the Citizens Advisory Committee.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Report monthly at Council meetings as to what recommendations the Committee will make to the Board of Education.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President
- 4) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

## **Enrichment (Liaison)**

**Purpose:** To serve as Liaison between Council and the School District.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Attend meetings of the District Enrichment Committee and report back to Council at its monthly meetings.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.

- 4) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Food Service (Liaison)**

**Purpose:** To ensure that nutritious, healthy foods are being served to our students.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Meet monthly with representatives of the School District, Food Service provider and PTA school representatives.
- 3) Keep in contact with District Liaison as needed.
- 4) Report to Council at its monthly meetings.
- 5) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 6) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

#### **The PTA Unit Representatives shall:**

- 1) Perform all duties as outlined in the Food Service Committee Guidelines.
- 2) Visit their respective school cafeterias at least twice a month, to taste the food and check on cafeteria and kitchen conditions.
- 3) Attend monthly meetings of the Food Service Committee and report back to their unit.
- 4) Contact the Food Service Chair with any questions or concerns.

### **G.C. Tech (Liaison)**

**Purpose:** To serve as Liaison between the G.C. Tech Center and Council.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee Section of the Bylaws as it may pertain to this position.
- 2) Report to Council at its monthly meetings.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 4) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.



## **Health, Safety and Environment (Standing Committee)**

**Purpose:** To ensure that parents and other adults are educated about the health and safety needs of children and youth and how to meet those needs; to provide an environment that is free from hazards and to protect the environment for future generations.

### **The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chairperson section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Become familiar with National PTA and New York State PTA positions that pertain to health, safety and environmental issues.
- 3) Attend conferences and workshops sponsored by PTA and other organizations pertaining to health, safety and environmental issues.
- 4) Inform Council of any health, safety and/or environmental concerns as well as addressing concerns of member units.
- 5) Organize and present projects and programs on health, safety and environmental issues to the Council and the community.
- 6) Communicate with Unit Representatives to discuss issues of importance/concerns.
- 7) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 8) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

## **Honorary Life (Special Committee)**

**Purpose:** To recognize an individual (**Not couples or groups**) for his/her contribution to the welfare of children and youth. Honorary Life membership in the New York State PTA is recognition given to someone who has given distinguished service to children and youth (**Note: This person does not have to be a member of a PTA or Council**) The person chosen by the Levittown Council of PTAs is honored at the annual PTA Council Senior Award Dinner Dance.

The Chairperson of this committee is the Council President or his/her designee.

### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Prepare and distribute a flyer explaining the Honorary Life Award and ask members to nominate a person they feel is most deserving of this award by submitting a short biography of that person.
- 3) Hold a meeting with Committee members to review biographies received. **No person submitting a nomination can be on this Committee.**
- 4) Upon selection of an honoree, present name to the membership at the next meeting (if possible invite the honoree to attend this meeting)
- 5) Write a full biography and submit it to the Council Chairperson of the Senior Award Dinner Dance Committee along with a passport size picture of the honoree.
- 6) Order a corsage/boutonniere for the honoree to be worn at the Dinner Dance.

- 7) Distribute invitations to the dinner dance to all Council members.
- 8) Make table arrangements after responses are received and send to Council Chairperson of the Senior Award Dinner Dance Committee.
- 9) Use Council PTA funds to pay for the dinner of the honoree and a guest.
- 10) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 11) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **LEADD (Liaison)**

**Purpose:** To serve as a liaison between Council and the School District.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Contact unit representatives.
- 3) Report status of event at monthly Council meetings.
- 4) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 5) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Legislation (Standing Committee)**

**Purpose:** To keep Council informed of legislative issues and to assist in securing adequate laws for the care and protection of children and youth and to support a system of free public education.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chair people section and be familiar with Committee section in the Bylaws as it may pertain to this Committee.
- 2) Arrange with President to receive copies of *Our Children* and *the New York Parent Teacher* publications.
- 3) Review and become familiar with the Basic Policy, Resolutions, National PTA and New York State PTA *Where We Stand* and position papers.
- 4) Advise Council of any necessary legislative action, i.e. letter writing, campaign, telephone calls, etc.
- 5) Attend Nassau Region PTA Resolutions Workshops.
- 6) Inform Council of issues involved in resolutions.
- 7) Collect and tally unit tally sheets for council vote and convention.
- 8) Attend Nassau Region PTA Legislation Brunch

- 9) Attend NYS PTA Convention. (**Refer to “Delegates to NYS Convention Section”**) a. In the event of Legislation Co-Chair people, Council will pay half of Convention expenses for each Legislation Co-Chairperson, with the unit they are representing paying for the other half of Convention expenses and credential cards.
- 10) Attend NYS PTA Legislation/Education Conference.
- 11) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 12) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Levittown Council of PTA Senior Award (Special Committee)**

**Purpose:** To select students from each High School (number based on funds and membership vote) as recipients of the award.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairperson Section and be familiar with the Committees section of the Bylaws as it may pertain to this Committee.
- 2) Send Senior Award application to Guidance Department of both High Schools.
- 3) Senior Award information and the application form are both posted on the Districts’ website.
- 4) Maintain Confidentiality of all information, and remind unit representatives of the same.
- 5) Inform representatives from each unit as to where and when meeting will take place.  
**Note: REPRESENTATIVE MUST NOT HAVE A SON/DAUGHTER WHO IS A SENIOR AT ANY OF THE HIGH SCHOOLS.** Make arrangements for meeting room at LMEC. The meeting should be in early May.
- 6) Review applications and ensure that scholarship criteria are met. Obtain names and extra-curricular profiles from Guidance Department’s and provide copies for members of committee at meeting (names blanked out). No student profiles are to be taken from meeting. Collect after selection process is completed.
- 7) Advise members of Committee that vote may be by a closed ballot at the request of any member.
- 8) Not be entitled to a vote.
- 9) Notify each Guidance Department of the names of the senior award winners.
- 10) Purchase award certificates for recipients and obtain Senior Award checks from the Treasurer to be presented to recipients at their respective High School Senior Awards Ceremony.
- 11) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 12) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

## **Levittown Schools Community Scholarships** (formally known as Dollars for Scholars) (Liaison)

**Purpose:** To serve as Liaison between Council and the Levittown Schools Community Scholarships program.

### **The Chairperson shall:**

- 1) Perform all duties outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Attends Levittown Schools Community Scholarships meetings and reports back to Council at the monthly meetings.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President
- 4) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

## **Meet the Candidates (Special Committee)**

**Purpose:** To coordinate a community forum for School Board Candidates.

### **The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chair people section and be familiar with Committees section of the Bylaws as it may pertain to this Committee.
- 2) Check the school calendar to see the date, time and location of the forum. Arrange for room for forum. (usually LMEC Auditorium) Complete a building use form and have the Council President sign it.
- 3) Contact Nassau Region PTA or League of Women Voters for moderator and timekeeper. If a person running for the Board is a member of Nassau Region PTA, the League of Women Voters should be used. There is a fee for this service.
- 4) Check with the District Clerk to see when the candidates' petitions must be in.
- 5) Have the "Meet the Candidates" letter, biography and forum sheet mailed to each candidate once their petitions are in. In order to determine a candidate position on the forum sheet, the lottery must have been completed. The lottery takes place the morning after the petitions are due into the District Clerk.
- 6) Make 100 copies of the forum sheet & rules and each candidate's biography to be distributed the night of the forum. Have index cards available for audience to write questions.
- 7) Ask each unit PTA President to advertise the forum. Any flyers or posters should first be approved by the building Principal.
- 8) Submit a press release regarding the forum to local media.
- 9) Arrange for the podium, tables, chairs and microphones.
- 10) Discuss with moderator prior to the evening, time period for introductions, questions, responses and closing statements, as well as the rules of the forum.

- 11) Buy flowers to present to the moderator and timekeeper at the end of the evening. Have water available for the candidates and moderator. Make name signs for each candidate.
- 12) Welcome all, introduce self, candidates and moderator. Moderator takes over from there.
- 13) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 14) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Nominating Committee (Special Committee)**

*(Refer to Bylaws Article VII)*

**Purpose:** To nominate the best-qualified nominee for each office.

The Committee shall consider the kind of leadership that will best achieve the aims and purposes of the Council; be aware of the importance of their assignment; be knowledgeable of each position to be filled; have knowledge of potential nominee's qualifications and abilities and give objective consideration to find the best qualified leaders for the Council.

The temporary chairperson of this committee is the Immediate Past President. An alternate chair is selected by general membership. This position is rotated yearly from amongst all units.

#### **Positions for office shall be based upon:**

- Attendance at Council, Executive Board and Executive Committee meetings. ☑☑
- Willingness to work with others
- Qualifications and abilities
- Sufficient time to dedicate to the job
- To be eligible for nomination to any office, a member must have been a voting member of council for one year. The voting body of this council shall consist of the officers of council, chairpersons of standing committees, the president/co-presidents of each member unit, the superintendent of schools, the immediate past president and accredited delegates.
- If possible, attempts should be made to have representation from each feeder elementary school serve as officers.

#### **The Nominating Committee will:**

- 1) Be formed in the month of November
- 2) Consist of one representative and alternate from each member unit who were elected by general membership
- 3) Call alternates to serve if the representative is not available. The Chairperson shall make every effort to schedule the meeting at time most convenient to all.
- 4) Provide a slate for the following positions:
  - President
  - 1st Vice President
  - 2nd Vice President
  - Recording Secretary

- Corresponding Secretary
- Treasurer

**The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it pertains to this Committee. 2
- 2) Obtain and distribute copies to all members of the Committee:
  - a. Attendance sheets for Council, Executive Board and Executive Committee meetings.
  - b. Complete job descriptions for each position.
  - c. Request and receive in writing, recommendations from any member. **All requests must be signed.**
  - d. Current year’s officers, chair people, unit presidents and delegates. **These are the only people eligible for office. Any person nominated for the office of President must have served as a President of a member unit.**
- 3) Attend and encourage all members to attend, the “Nominations and Elections” workshop presented by Nassau Region.
- 4) Telephone immediately each nominee for acceptance of their nomination.
  - If nominee is not reachable, the Chairperson shall receive a vote of confidence from the Committee to try and reach the nominee for the unfilled position as soon as possible. If the nominee refuses the nomination, the Committee may reconvene or they may present the incomplete slate to the voting body at which time nominations may be made from the floor.

**Special Notes:**

- Each person is entitled to one vote
- Any person on the Committee may request and receive a closed ballot vote
- A majority of those present is needed to win the nomination
- Abstentions count with the majority. Abstentions cannot break a tie
- Any person nominated for a position from the Committee shall leave the room during the discussion of their nomination.
- It is recommended that the Nominating Committee meeting not take place in a members home
- The Committee must present a slate of officers signed by each member of the Committee at the election meeting in March.

**Presidential Appointed Liaisons (Liaison)**

**Purpose:** To represent the Council President and serve as a Liaison to a School District or Community Committee.

This is an appointed position by the Council President. The Liaison serves in this position for as long as the President chooses but not to exceed 1 school year. The Liaison may be re-appointed for the following school year.

The Liaison is to report to the President and at the monthly meeting of Council.

The Liaison may be asked to submit an annual report at the annual meeting in May.

**Procedures (Standing Committee)**

**Purpose:** To keep Council procedures updated and reflective of current policies and practices.

**The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Communicates with the Executive Committee, Executive Board and General membership regarding the need to add, delete or change anything in the Council Procedure Manual.
- 3) Present procedural changes to Executive Board for vote of approval.
- 4) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 5) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

**Reflections (Special Committee)**

**Purpose:** To coordinate each member unit entries to the Nassau Region Reflections Committee.

**The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Serve as the liaison between the member units and Nassau Region PTA.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 4) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

**Senior Award Dinner Dance (Special Committee)**

**Purpose:** To organize the annual PTA Council Senior Award Dinner Dance

**The Chairperson shall:**

- 1) Perform all duties as outlined in Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 2) Ensure that the Committee consists of 2 or 3 people
- 3) Book caterer and date. The prior Committee, due to calendar constraints, may have already selected the date and caterer. Book the DJ. Deposit checks are available through the Treasurer providing proper documentation is submitted.

- 4) Get name of unit representative from unit President. Communicate with each unit's representative, and gives each representative a packet that includes a timeline, sample letters, form to order the honorary life pin, and any other pertinent information. Each unit may select only 1 Honoree to be recognized.
- 5) Collect biographies and pictures of honorees for program from each unit.
- 6) Order and oversee the production of program.
- 7) Design and arrange for printing of the invitations.
- 8) Send invitations to PTA/PTSA Units and School District personnel, and members of the Board of Education as well as local dignitaries.
- 9) Oversee and arrange all aspects of dinner, i.e. entertainment, food, décor, table arrangements and method of recognizing honorees.
- 10) Collect all monies for reservations for dinner and keep detailed record. Forward all monies and Remittance Forms to the Treasurer immediately following receipt.
- 11) Include cost of Council President, Corresponding Secretary (or his/her designee) and Committee Chair people dinners as part of Committee expense. **Guests of Committee Chairperson or Council President must pay.**
- 12) Collect monies from each unit for Honorees flowers.
- 13) Collect honoree pins and cards from member Units for presentation on night of dinner.
- 14) Arrange for start-up cash from the Treasurer.
- 15) Arrange for the Corresponding Secretary (or his/her designee) to take pictures of the evening.
- 16) Act as host or hostess on evening of dinner in conjunction with the President.
- 17) Have checks available for the reception hall, Maitre'd and DJ.
- 18) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 19) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Senior Citizens Prom (Liaison)**

**Purpose:** to serve as Liaison between Council and the School District.

### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Contact member units for representation on Committee.
- 3) Help at event where necessary.
- 4) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 5) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.



### **SEPTA (Liaison)**

**Purpose:** to serve as Liaison between Council and SEPTA.

The SEPTA President serves as this liaison.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Reports back to Council at the monthly meeting.
- 3) Submits an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 4) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation of the Chairperson.

### **Teacher's Center (Liaison)**

**Purpose:** To serve as Liaison between Council and the School District.

#### **The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Reports back to council at monthly meetings, regarding action being taken by committee or district.
- 3) Submits an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 4) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

### **Transportation (Liaison)**

**Purpose:** To serve as Liaison between Council and the School District.

#### **The Chairperson shall:**

- 5) Perform all duties as outlined in the Committee Chair people section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 6) Attend meetings of the District Enrichment Committee and report back to Council at its monthly meetings.
- 7) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 8) Submit Procedure folder to the 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.

**Wellness (Liaison)**

**Purpose:** to serve as Liaison between Council and the School District.

**The Chairperson shall:**

- 1) Perform all duties as outlined in the Committee Chairpersons Section and be familiar with the Committee section of the Bylaws as it may pertain to this position.
- 2) Attend meetings of the school district Wellness Committee and reports back at the monthly Council meeting.
- 3) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 4) Submit Procedure folder to 1st Vice President within 30 days of the annual meeting or immediately upon resignation as Chairperson.