

Introduction

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

Together bylaws and procedures provide for authority and the administration of the affairs of the PTSA. These procedures are ongoing and are subject to change as the need arises. Procedures are adopted by the executive board and amended at a unit meeting. No advance notice is necessary. Changes must be noted in the minutes and go into effect immediately.

It is the responsibility of the president or co-presidents or VP of bylaws and procedures to make appropriate changes in the procedures and guideline book. Procedures shall be amended to conform to changes in the unit bylaws and as required by New York State and National PTA.

A procedure book serves as a permanent record of PTA activities and ensures the ongoing work of the PTSA. It should contain material information and records needed for the executive committee, executive board and members to run the daily activities efficiently.

General procedures

1. Only the president or co-president can sign contracts
2. All dates of events are set by the president
3. A member in good standing is a member who has paid membership dues for the current year.
4. All members of the executive committee and the executive board must be members in good standing.
5. All volunteers must be members in good standing.
6. Procedures and bylaws are available to all members via the PTSA website and the president will have a hardcopy available at all PTSA meetings.
7. Distribution list, names, emails and home addresses and any other personal information is strictly for PTSA purposes only and is not to be released to other groups for any reason.
8. When authorized the executive committee will present only the executive committee's position which was voted upon and not present their personal views.
9. All PTSA meetings are open to anyone, however only members can vote, make motions, and participate at PTSA meetings. The VP of membership will keep an updated list of current members.
10. PTSA supports issues not individual candidates. A PTSA member while on school property or acting in an official PTSA capacity may not electioneer.
11. PTSA is not permitted to fundraise for other organizations or for a single child. They may share information about events and fundraisers that pertain to these matters without promoting them.
12. PTSA is not permitted to make monetary donations to other organizations.

Unit communication

Mineola high school PTSA is aware of the importance of communication between its membership, the Mineola school district, and our community. Communication exists in various forms, verbal, whether in person or on the phone, traditional mailings, digital or electronic via email, social media or texting.

Mineola high school PTSA policy is to include the PTSA president or co-presidents or any other executive committee member who is designated to be included in all important communication. Important communication includes communication with the school principal or any individual, group or organization that is affiliated with the school district. All chairpersons should include the president or co-president on all communication amongst their committee with the exception of the Nominating Committee. All chairpersons should use the Gmail specifically created for their event. This email and password will be passed onto the next chairperson.

PTSA code of conduct

As a member of the PTSA executive committee I will:

- Be knowledgeable and acquire information pertinent to my PTSA duties, then share and report this information to others. I acknowledge that learning is an expectation as well as a continuing process and that information should be obtained from a variety of sources including worldwide media, websites, and national PTA.
- Advocate for children.
- Be open minded, positive and approachable when dealing with fellow members and with the public, presenting a positive and open image for the PTSA.
- Work collaboratively with other committee members, outside organizations and within the Mineola community in order to strengthen the PTSA.
- Be reliable and perform all my duties to the best of my abilities in a cooperative and timely manner.
- Dedicate the necessary time to fulfill my duties. If I am unable to do my PTSA job I will notify the president or co-presidents and come up with an alternative plan. If I am no longer able to fulfill my duties I will resign from my position.
- Be respectful of others.
- Be flexible and open to compromise.
- Remain accountable for my words and actions.
- Conduct myself in an ethical manner.
- Understand that any and all items purchased with PTSA Funds belong to the PTSA.

Executive committee

Executive committee as stated in the bylaws will consist of a president or co-presidents, four vice presidents elected by title(named below), treasurer, Recording secretary, and corresponding secretary.

President/co-president

1. Lead the meetings and prepare Agenda
2. Coordinate communication between High School administration and membership
3. Coordinate events and set the calendar with the principal
4. Represent the HS at District Council meetings
5. Attend training workshops by Nassau Region PTA
6. Update newly elected officers in memberhub and remove admin. access for outgoing officers by June 15.
7. Oversee all committees and ensure proper protocol is being followed.
8. Authorized to sign on PTSA bank account
9. Understand and pay insurance by the due date and certificate should be kept on file.

VP of fundraising

- Assist President/Co-President
- Oversee all fundraising events and assist chairpersons
- Coordinate all fundraising efforts at the High School (Fall Mum sale, Spring Cleanup, LEGO event, Giftcards, restaurant fundraisers, etc.)
- Keep records of all fundraising events including contracts, volunteers and monies spent and collected.
- Attend workshops by Nassau Region PTA

VP of social media and community outreach

- Assist President/Co-President
- Post all pertinent information to social media (Facebook, Instagram, Twitter.)
- Ensure that the social media rider has been Included and paid for with the current year's insurance.
- Responsible for photo consent forms for all photos posted to social media
- Create fliers and posts to encourage participation
- Aide VP of membership in publishing communication to social media
- Work with event chairs on student and community events.
- Attend workshops by Nassau Region PTA

VP of Bylaws and Procedures

- Assist President/Co-President

- Provide each Chairperson with an overview of the bylaws
- Refer to the procedures and bylaws to answer any questions from the Chairpersons, membership, or committees.
- Ensure that the bylaws committee is set up to renew bylaws in a timely manner to be in compliance with NYS PTA.
- Update all procedures as amendments are made
- Provide the nominating Committee with the necessary guidelines.
- Attend training workshops by Nassau Region PTA

VP of membership

- Assist President/ Co-President
- Encourage members of the community, students, teachers and faculty to join the PTSA
- Promote membership at PTSA events, meetings, and on social media.
- Run membership drives, offer incentives or prizes for joining
- Communicate what the PTSA provides for the students. (Events, contests, scholarships, advocacy)
- Enter members into memberhub that join using a paper application.
- Collect dues from those using paper applications and pass cash or check payments to the Treasurer.
- Enter the Mineola High School PTSA unit into NYS PTA membership award contests.
- Keep an updated list of all members and confirm that all volunteers are current members.
- Attend workshops by Nassau Region PTA

Treasurer:

- Formulate a budget with the President/ Co-President and executive committee
- Maintain the financial records of our PTSA
- Prepare and present monthly treasurer, including monthly reconciliations
- Pay state dues monthly.
- Attend workshops by Nassau Region PTA
- Provide the audit committee with all records and receipts
- Authorized to sign on the PTSA bank account

Recording secretary

- Keep and record all minutes for general membership meetings
- Keep and record all minutes for executive board meetings
- Keep and record attendance at all meetings.
- Attend workshops by Nassau Region PTA

Corresponding secretary

- Update website with current information
- Read and respond to all high school PTSA emails and update the president/co president.
- Write handwritten notes to all volunteers.
- Update the membership with any pertinent correspondence at the monthly meetings.
- Attend workshops by Nassau Region PTA
- File new bank cards/ change authorized signers on the account at the bank.

Executive board and committee chairs

The executive board consists of the Executive committee, two district council delegates, a SEPTA liaison, all chairpersons of standing committees (year-round), and principal of the high school.

A standing committee exists throughout the year and deals with all business in their categories.

The SEPTA liaison will be appointed by the president/co-president of the Mineola high school PTSA and the president of Septa. The SEPTA liaison should be included in the planning of all student and community events to ensure inclusivity of all.

Two district council delegates will be appointed by the president/ co-president to represent The PTSA at District Council Meetings, take notes and report back to the PTSA membership at monthly meeting.

The nominating committee is elected and consists of 5 members (2 from the executive board elected by the board and 3 from general membership elected by the membership) the committee is responsible for meeting to vote on and present the nominees for each position. Please note co- presidents are nominated as such and choose to run together. The nominating committee should exhaust every effort to find a sole president before using co-presidents. The office of the presidency only gets one vote, so in moments of voting, only one president may cast a vote.

All chairperson positions are chosen by the president or co-president with the input of the executive committee. All chairpersons must be members in good standing of the Mineola high school PTSA. The same member can serve as chairperson for two consecutive years. If all efforts have been exhausted and there is no one else to take over the chairperson position they can serve for another year.

Committee chairperson's responsibility

1. The chairperson will assume duties upon appointment and perform all duties as outlined in the bylaws and procedures.
2. Provide a committee plan of action to the president or co-president or other executive committee member designated for such. The committee plan of action will outline the planning of events and include any expenditures. The plan of action will be approved by the president/co-president and executive committee before any plans are initiated.
3. The committee chairperson will use the Gmail specified by the president/co-president for their specific event.
4. All communication should include the president and co-president as they are part of each committee with the exception of the Nominating Committee.
5. The chairperson should contact all members that have signed up to volunteer for your committee, once they have been contacted and confirmed if you need additional volunteers you will ask the VP of social media and community outreach to recruit additional volunteers.
6. The chairperson will contact the corresponding secretary with any email correspondence necessary for their event that they would like shared with the general membership.
7. Make all volunteers feel welcome and included in the planning of the event, be friendly and delegate.
8. At the event the chairperson should have each volunteer sign in at the event.
9. Contact the president/co-president to confirm that the building or location has been secured for your event.
10. All flyers must be emailed and approved by the president/co-president. The president/co-president will have flyers approved by the principal. Once approved the principal will send an email blast to all high school families if this is a larger event the flyer will be sent to Mr. Gavin in the central office and he will send it to the entire district.
11. If necessary the chairperson will work with the VP of fundraising to utilize member hub to create an event or program or set up the sale.
12. The chairperson shall submit bills and receipts to the treasurer properly with the expense voucher attached. No check will be dispersed without the expense voucher filled out by you.
13. You should count all income received with a second person and forward all monies to the treasurer immediately following counting. Coordinate a time with the treasurer to pick up money at the end of your event. If your event has money coming in beforehand, you are to hand it into the treasure within a day of receiving it.
14. Keep records of money budgeted and spent by the committee. Stay within your approved budget, do your best to be cost-effective and look out for ways to save money. If additional funds are needed send a request to the executive committee for review and if approved make a motion at the next General membership meeting to increase funds.
15. If the last name on a submitted check is different from the students last name, include the student's last name on the check. This will help in the case of a return check.
16. Notify the executive board if you feel procedures for your committee need to be updated and submit a request at the next PTSA meeting.

17. You should prepare and report at meetings activities of the committee and contact the president prior to meeting when a report is to be given so that the update may be placed on the agenda.
18. In the event that a chairperson fails to comply with the bylaws and procedures or is unable to complete their responsibilities and duties action will be taken to remove the chairperson.

Expense report instructions

Please use a tax exempt form for all purchases when possible you will not be reimbursed for tax. Please follow directions on the expense report (found on the website), make sure all receipts are attached. Expense report and receipt should be placed in an envelope marked either reimbursement requested or payment requested. You should drop your envelope in the PTSA mailbox at the high school or you can send it via email to the designated executive committee members. Reimbursement will be provided as stated on the expense report.

When handing in money to the treasurer, if you have money for more than one expense line item please submit on different forms. You should log checks on deposit form, confirm and double count with someone. Log cash on deposit form, confirm and double count with someone. If the last name on a check and the student's last name do not match please include the student's last name on the check. Contact the treasurer to set up a time to collect the money. Keep money with a remittance form/deposit voucher. Do another count with the treasurer at the time of drop off and both of you need to sign the form indicating what was handed over/accepted.

Transition of officers and chairperson procedures

Each officer and chairperson will have a hard copy of all documents of their event or responsibilities in a binder that will be passed on to their successor. If the file is kept electronically it should be printed out and put in the binder so there is a hard copy of all procedures. All chairpersons should hand their binder back within 30 days of their event. If updates are suggested, action should be taken by way of a motion at the next meeting and those procedures will be updated. Any electronic communication available in the shared PTSA email will automatically be transferred to the VP of nominations, who will change the password when you chairpersons are appointed.

Chairperson procedures should include the following:

- List of contacts, emails and telephone numbers including vendor contacts, district contacts and volunteers.
- Approve committee plan of action
- Copies of all contracts
- Letters, flyers, articles, pertinent emails

Appendix A -
Committee Plan of Action Worksheet
Revised 1/31/22

Event/Program Name: _____

Chairperson(s): _____ Date of event _____

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

Number of volunteers needed: _____

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

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

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

----- Office Use Only -----
----- Approved: _____

Board recommendations:
