

Somers Central School District
Council of Parent-Teacher Associations

Procedures (Standing Rules)

Somers High School PTSA
Somers Middle School PTA
Somers Intermediate School PTA
Primrose PTA
Special Education PTA

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Somers Central School District Council of Parent-Teacher Associations

Also referred to as the Somers PTA Council

The mission of the Somers PTA Council is to bring together all five Somers PTA units for the exchange and sharing of information and ideas. The council serves as a way for units to network and participate in projects and issues that may be larger than the scope of the individual unit. The council also works to create working partnerships with the school administration, the school board, other educational organizations, the Somers community and governmental bodies to enhance the educational experience, health and welfare of our children.

Unit Representation

Each unit will be represented by one president and one delegate. The unit may send one additional non-voting person (e.g., a co-president, a vice president) to council meetings. If a unit has co-presidents, only one may be designated to vote for the unit in any one council meeting. If the other co-president serves as unit delegate, he/she could then vote also. The council recommends that a person not hold the position of president in more than one unit at the same time because that person may represent only one of those units in Council and cast only one vote.

The Somers PTA Council's **Executive Board** includes the:

Executive Committee (President, Vice President, Treasurer, Recording & Corresponding Secretaries)

PTA Presidents

Standing Committees:

Legislation	Health & Safety
Parent Programs	Public Relations
Web Master	Education
Book Dedication	Welcome

Past Council President

Additional council members include the:

Delegates

Special Committees:

Back to School Supplies	Gift Wrap
Book Drive	Nominating
By-laws (when necessary)	Red Ribbon
	Reflections

The **Voting Body of the Somers PTA Council** consists of:

Executive Committee
PTA Presidents
Delegates
Standing Committee Chairs

Depending on the action to be taken the council will take an instructed or uninstructed vote.

An **instructed vote** means that **only member units vote**. Each member unit has one vote which is cast by its delegate after the delegates have brought the matter to the general membership of their respective units and the units have voted on the matter. Each delegate must vote at council as the unit has thus instructed. The vote is taken by unit roll call.

Council must take an **instructed vote** when:

- It is to take a stand on a district-wide issue.
- Council bylaws are being reviewed, revised, or amended.
- Units are requested to supply money (not previously budgeted) or manpower for a council project.

An **uninstructed vote** means that each **member of the council voting body** casts one vote.

An **uninstructed vote** can be taken when:

- Unit presidents are using funds from budgeted line items.
- Routine matters not committing units to manpower or money are to be decided by the council.
- The council budget, election of officers and programs are decided.

Procedures are considered a living document. They can be adopted, amended or suspended at any regular meeting of the council by a majority vote of members present as long as prior notice was given; otherwise, a 2/3 vote of the council voting body present is needed.

Date Adopted: 6-7-04
Date Amended: 6-2-05

EXECUTIVE COMMITTEE

(Refer to Bylaws Article X)

Executive Committee Members

President

Vice President

Recording Secretary

Corresponding Secretary

Treasurer

A meeting will be considered for conference purposes only if there is no quorum. A majority constitutes a quorum.

The executive committee members shall:

1. Attend council meetings.
2. Make recommendations to the executive board for programs, calendar, and other actions deemed necessary.
3. When possible attend Somers school board workshops & meetings.
4. When possible attend Westchester/E.Putnam Region, district and state workshops and conferences.
5. Appoint chairs of standing committees in cooperation with the president.
6. Meet at the call of the president or a majority of the committee members.
7. Notify the recording secretary if they are unable to attend a meeting.
8. Perform duties as assigned from time to time by the president.

Date adopted: 6-15-04

Date revised: _____

PRESIDENT

(Refer to Bylaws Article IX, Section 1)

The president shall:

1. Have a child who is attending or has attended the Somers Central School District.
2. Not serve as a unit president or delegate while serving as Council President.
3. Have served on an executive committee of a PTA Unit.
4. Attend the Somers Central School District's Superintendent's monthly PTA briefings.
5. Preside at all council meetings, if possible.
6. Prepare an agenda for each meeting.
7. Maintain a fair and impartial position at all times.
8. Have a copy of the current state-approved bylaws at every meeting.
9. Coordinate the work of officers and committees so the goals of the PTA are realized.
10. Be ex officio member of all committees except nominating and auditing committees.
11. Review minutes for accuracy prior to approval.
12. Vote when voting is by ballot.
13. File signature at bank where the funds are deposited and sign checks with the treasurer.
14. Preside at the installation of all Somers' unit officers. If unable to attend, assign an alternate.
15. Represent the Somers PTA at Westchester/East Putnam Region (WEPR) and NY State functions or assign an alternate.
16. Appoint chairs of standing committees in cooperation with the executive committee and/or nominating committee.
17. Prepare calendar for the year with the executive board.
18. Call executive committee meetings or executive board meetings as necessary or as requested by the majority.
19. Share appropriate national, state, and regional PTA mailings and other information with all unit/council members, especially appropriate chairs.
18. Sign all contracts for the council with name and title.
19. Complete year-end Local Unit Report Form received from State PTA office and return to the regional director in a timely fashion.
20. Turn over to his/her successor all pertinent records, books and material upon the expiration of his/her term of office.

Date adopted: 6-15-04

Date revised: _____

VICE PRESIDENT

(Refer to Bylaws Article IX, Section 2)

The vice-president shall:

1. Have a child who is attending or has attended the Somers Central School District.
2. Not serve as a unit president or delegate while serving as Council VP.
3. Have served on an executive committee of a PTA unit.
4. Attend the Somers Central School District's Superintendent's monthly PTA briefings.
5. Act as an aide to the president.
6. Preside at meetings in the absence of the president or upon the president's inability to serve.
7. Assume the duties of the president in the event of the president's resignation until the position is filled in accordance with the by-laws.
8. Keep a record of which unit will host the Bus Drivers' Appreciation Breakfast.
9. Coordinate and encourage council members to attend district, regional and statewide conferences and training workshops.
10. Assume the responsibility for the district-wide book drive and book donation program in the absence of a committee chair.
11. Oversee the orientation of all new officers and executive board members.
12. Consult with or serve on the nominating committee to ensure the committee is in conformity with PTA guidelines.
13. Be aware of the various PTA Awards and their deadlines. Encourage appropriate people to apply.
14. Review minutes for accuracy prior to approval.
15. File signature card at bank where the funds are deposited and sign checks as needed.
16. Attend Westchester/E.Putnam Region meetings the president cannot attend if possible.
17. Coordinate the work of officers and committees so the goals of the PTA are realized.
18. Turn over to his/her successor all pertinent records, books and material upon the expiration of his/her term of office.

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Date revised: _____

TREASURER

(Refer to Bylaws Article IX, Section 5)

The treasurer shall:

1. Preferably have served as a Treasurer at the unit level or at the very least have served on a unit's executive board and attend a PTA Treasurer's Workshop.
2. Not be representing a unit as a president/delegate.
3. Act as a mentor to unit treasurers.
4. Schedule a meeting at the beginning and end of the school year to confer with the unit treasurers.
5. Be custodian of all council funds.
6. Collect council dues from member units as required by council by-laws.
7. Reconcile the distribution of funds for the district wide gift wrap fundraiser.
8. Reconcile the distribution of funds for Back to School Supplies.
9. Remind unit treasurers that payments for the PTA insurance are made before June 1st and that the membership payments are made by November 1st.
10. Check with the Assistant Superintendent of Business on a yearly basis to determine the level of funding Boces will provide for the "Arts In Education Program." Then notify unit presidents/delegates so that this information is available for the preparation of unit budgets.
11. Include a treasurer's report at each meeting.
12. Review council minutes for accuracy prior to approval.
13. Keep an accurate and detailed account of all monies received and disbursed.
14. Make no disbursements without proper receipts from board members and chairs, and only for approved expenditures. Pay all bills by check. All checks must be co-signed by authorized officers.
15. Prepare and file 990 form when required.
16. Chair budget committee to prepare the budget.
17. Keep executive board members apprised of the status of budget line items.
18. Order from state office and pay for, with council funds, a past-president pin for the retiring president.
19. File completed new bankcards by July 1.
20. Deposit all funds received in a PTA account within 7 days of the closing of an event.
21. Have books, records, and receipts prepared for audit at least two weeks prior to the first meeting of the succeeding school year.
22. Not serve on the audit committee but be available for consultation.
23. Turn over to his/her successor all pertinent records, books and material upon the expiration of his/her term of office.

Date adopted: 6-15-04

Date revised: _____

RECORDING SECRETARY

(Refer to Bylaws Article IX, Section 3)

The recording secretary shall:

1. Have served on an executive board of a PTA Unit.
2. Not be representing a unit as a president/delegate.
3. Record minutes at all executive board and council meetings in accordance with the NYS brochure, "What Belongs in a Set of Minutes."
4. Collect the president/unit reports prior to council meetings and e-mail to council members. Include these reports in the minutes.
5. E-mail unapproved minutes to the executive board prior to the next meeting for review.
6. Keep minutes of all meetings in a binder or bound book.
7. Take attendance at executive board and council meetings and add to minutes.
8. Assist the president with preparation of the meeting agenda by providing a list of unfinished business. Type and send the agenda via E-mail to council members prior to a meeting.
9. Remind members of upcoming meetings via E-mail.
10. Maintain a permanent file of minutes, committee reports and records.
11. Send names and addresses of elected officers to the Westchester/E.Putnam Region Director immediately following the election meeting.
12. Bring to each meeting the following:
 - a. Copy of the current state-approved bylaws and procedures.
 - b. List of council members.
 - c. Minutes of previous meetings.
 - d. List of unfinished business.
13. Turn over to his/her successor all pertinent records, books and material upon the expiration of his/her term of office.

Date adopted: 6-15-04

Date revised: _____

CORRESPONDING SECRETARY

(Refer to Bylaws Article IX, Section 4)

The corresponding secretary shall:

1. Have served on an executive board of a PTA Unit.
2. Not be representing a unit as a president/delegate.
3. Be aware of all units' newsletter deadlines and be responsible for placing council news in their newsletters.
4. Place an ad in all school newsletters to recruit members to serve on the council nominating committee by January.
5. Place an article in all schools' spring newsletters announcing the approved slate of officers.
6. Conduct correspondence of the council as directed by the president or executive board, including congratulatory, sympathy and thank you notes to students, faculty, staff and community members.
7. Collect and sort council mail.
8. Read at meetings pertinent correspondence received.
9. Keep a running list of newly hired faculty and be aware of when they come up for tenure.
10. Distribute the names, addresses, e-mail addresses and phone numbers of council members to members of the council by the end of June. Update the council roster as needed throughout the year and distribute accordingly.
11. Be aware of when Secretary's Day takes place and notify council president and unit presidents.
12. At the request of the council president purchase gifts.
13. Call a meeting in May with incoming and outgoing unit presidents to coordinate the district-wide PTA calendar prior to submitting dates to the Superintendent's office.
14. Review minutes for accuracy prior to approval.
15. Turn over to his/her successor all pertinent records, books and material upon the expiration of his/her term of office.

Date adopted: 6-15-04

Date revised: _____

EXECUTIVE BOARD

(Refer to Bylaws Article XI)

The executive board shall consist of the executive committee, unit presidents, past council president and the chairs of the following standing committees:

Book Dedication	Health & Safety	Parent Programs	Webmaster
Education	Legislation	Public Relations	Welcome

A meeting will be considered for conference purposes only if there is no quorum. A majority constitutes a quorum.

The executive board shall:

1. Plan programs with appropriate chair.
2. Review chairs' plan of work.
3. Approve dates for executive board and general meetings.
4. Refer all inquiries from the media to the council president unless otherwise instructed.
5. Appoint an audit committee of no fewer than 3 members or a professional auditor.
6. Evaluate the need for standing committees and make additions and/or deletions.
7. Attend council meetings.
8. Attend regional and state workshops and conferences pertaining to their work.
9. Notify the recording secretary when unable to attend a meeting.
10. Be prepared to report at meetings when necessary.
11. Perform other duties as requested by the council.
12. Elect officers to fill executive committee vacancies.
13. Approve council budget.
14. Appoint delegates to attend State PTA convention.
15. Appoint representatives to regional and state conferences, workshops, and meetings of other organizations.
16. Maintain a folder containing material and information needed for the positions, which shall be passed on to their successors by June 30. It should contain:
 - Council Manual (procedures, job descriptions, bylaws, etc.)
 - National and State PTA publications pertinent to the position.
 - Approved plan of work of chair.
 - A current list of executive board members, names, addresses, E-mail addresses, and phone numbers.
 - A current list of names, addresses, E-mail addresses and phone numbers of unit and regional counterparts.
 - Notes for successors with evaluations and recommendations.
 - Reports of committee meetings.
 - Copies of articles submitted to newsletters or other publications.

Date adopted: 6-15-04

Date revised: 6-04-05

DELEGATES

(Refer to bylaws Article VII)

Each PTA unit shall select one delegate to represent that respective unit.

A delegate shall:

1. Attend all council meetings and their respective unit meetings.
2. Notify their unit president and council's recording secretary if unable to attend a council meeting.
3. With the concurrence of their unit president, write the monthly unit update to be submitted to the council's recording secretary.
4. With the concurrence of their unit president, collaborate with the council's Webmaster to gather pertinent information to post on their unit's website.
5. Represent the unit in the council voting body.
6. Present all issues requiring an instructed vote to their unit. An instructed vote is needed when:
 - a. A stand is to be taken on a district wide basis.
 - b. Council bylaws are being reviewed, revised or amended.
 - c. Units are requested to supply money (not previously budgeted) or manpower for a council project.
7. Report the outcome of an instructed vote to council.
8. Report to their units on all motions and decisions of the council meetings.
9. Keep a folder of their activities as a guide for future delegates.
10. Turn over to his/her successor all pertinent records and material upon the expiration of their term of office.

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Date revised: _____

STANDING COMMITTEES

(Refer to bylaws Article XIII)

A standing committee chair shall:

1. Have served on a unit's executive board, preferably on a comparable standing committee.
2. Coordinate the efforts of the related unit chairs.
3. Act as a mentor to related unit chairs.
4. Schedule a meeting at the beginning and end of the school year and as needed to confer with the respective unit chairs.
5. Obtain prior unit/council approval on all expenditures but not sign contracts. (Only presidents can sign contracts.)
6. Discuss working plans with council.
7. Have all communications – flyers, press releases, newsletters, testimony and public comment letters approved by unit/council president.
8. Refer all inquiries from the media to the council president unless otherwise instructed.
9. Notify president of all committee meetings to be held.
10. Hold a follow-up meeting when activity is finished to discuss suggestions, improvements, etc.
11. File building-use form when necessary.
12. Submit all income and bills within 7 days of an event.
13. Serve no more than two consecutive one-year terms. In the event a successor cannot be found, the chair could serve a third term while training a successor.
14. Meet with incoming chair to transfer all committee records.
15. Maintain a folder containing material and information needed for the position, which shall be passed on to his/her successor by June 30. It may contain:
 - Current Council Bylaws and insurance policy.
 - National and State PTA publications pertinent to the position.
 - Approved plan of work of chairs.
 - A current list of executive board members, names, addresses, E-mail addresses, and phone numbers.
 - A current list of names, addresses, E-mail addresses and phone numbers of unit and regional counterparts.
 - Notes for successors with evaluations and recommendations.
 - Reports of committee meetings.
 - Copies of articles submitted to newsletters or other publications.

Date adopted: 6-15-04

Date revised: _____

SPECIAL COMMITTEES

Special Committees are formed by the Executive Board to accomplish a specific objective. When the project or event is completed, the committee will disband. Special Committee Chairs are not required to attend all regularly scheduled council meetings.

A special committee chair shall:

1. Discuss action plans with council (specifically before and after event takes place).
2. Obtain prior unit/council approval on all expenditures but not sign contracts. (Only presidents can sign contracts.)
3. Update the council on the committee's progress, when appropriate.
4. Have all communications such as flyers, press releases, newsletters, testimony and public comment letters approved by unit/council president.
5. Refer all inquiries from the media to the council president unless otherwise instructed.
6. Coordinate the efforts of the related unit chairs and act as a mentor to them.
7. Schedule a meeting at the beginning and end of the event/activity to confer with the respective unit chairs.
8. Notify council president of all committee meetings to be held.
9. File a building-use form when necessary.
10. Submit all income and bills within seven days of an event.
11. Serve no more than two consecutive one-year terms. In the event a successor cannot be found, the chair could serve a third term while training a successor.
12. Meet with incoming chair to transfer all committee records.
13. Maintain a folder containing material and information needed for the position, which shall be passed on to his/her successor. It should contain:
 - Council Manual (procedures, job descriptions, bylaws, etc.)
 - National and State PTA publications pertinent to the position, if available.
 - Approved plan of work.
 - A current list of executive board members, names, addresses, E-mail addresses, and phone numbers.
 - A current list of names, addresses, E-mail addresses and phone numbers of unit and regional counterparts.
 - Notes for successors with evaluations and recommendations.
 - Reports of committee meetings.
 - Copies of articles submitted to newsletters or other publications

Date Adopted: _____

Date Revised: _____

IMMEDIATE PAST PRESIDENT

(Refer to bylaws Article XI)

The immediate past president may:

1. Continue to attend council board meetings for one year.
2. Serve in an advisory capacity.
3. Give advice based upon experience, not impose personal philosophy on new administration.
4. Assume an active role on the board at the request of the new president.

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