

Procedures (Standing Rules)

Lagrange Middle School PTA

President (see bylaws Art. VIII, sec 1)

1. Prepare an agenda for each meeting with the assistance of the secretary.
2. Preside at all meetings
3. Call meetings to order on time and proceed with the business
4. Maintain a fair and impartial position at all times.
5. Vote when voting is to be by ballot or to break a tie.
6. Have a copy of the current state approved bylaws at every meeting
7. Prepare the calendar for the year with the executive committee
8. Coordinate the work of the executive committee chairs so that the goals of PTA are realized
9. File signature at bank where funds are deposited and can sign checks with the treasurer
10. Sign all contracts for the association with name and title
11. Share all National, state and region PTA mailings and other information with all unit/council members, especially appropriate chairs
12. Complete year end Local Unit Report Forms received from State PTA office and return to the Region PTA Director in a timely manner
13. See that the name address and telephone number of the succeeding year president are sent to the region PTA Director by June 15 or as soon as possible
14. Notify the region PTA director of any change of address
15. Appoint committees to select recipients of Honorary Life Membership Award Distinguished Serve Award and or any other awards to be presented
16. Attend PTA region and state leadership training workshops and encourage board members to attend
17. Represent the association at PTA region and state functions or assign an alternate

Vice President (see bylaws Art VIII, sec 2)

1. The Vice President shall be a parent and shall act as an aide to the president
2. Preside at meetings of the association when the president is unable to attend
3. Represent the association at meetings the president cannot attend
4. Not be ex officio of any committee in the presidents absence
5. When a vacancy occurs in the office of president, serve notice of election to the executive board and assume the duties of the president on an interim basis until the executive board holds an election to fill the office of the president for the remainder of the term
6. Coordinate fundraising activities and act as a liaison with vendors utilized by the association in fundraising activities as needed.

7. Fill out “use of building” permits for association meetings with the principal

Recording Secretary (see by laws Art VIII sec 3)

1. Assist the president with preparation of the meeting agenda by providing a list of unfinished business
2. Bring to each meeting the following: copy of the current state approved bylaws and procedures, list of members, agenda, copies of minutes of the prior meeting for distribution, list of all committees, chairpersons and members
3. Record minutes at executive committee, executive board and association meetings
4. Send the names and addresses of elected officers to the PTA region direction immediately following the election
5. Maintain a permanent printed file of minutes, committee reports, membership lists, and records of the association
6. Read minutes at meeting for approval. President will state “If there is no objection or correction, the minutes stand approved as read”

Correspondence Secretary (see bylaws Art VIII, sec 4)

1. Maintain PTA link on the school website, update on a weekly basis
2. Maintain social media sites and report news as appropriate.
3. Send notices of all meetings to executive committee and board members (may be electronically)
4. Send notices of all association meetings to the general membership (may be electronically)

Treasurer (see bylaws Art VII sec 5)

1. Be custodian of all funds
2. File new bankcards when the new officers assume office, indicating that two signatures are required on all checks
3. Provide copies of report for attendees at all meetings and include the following in that report: Balance on hand in all accounts at the beginning of the period covered by the report, total receipts and disbursements and total balance on hand on date of report
4. Have bank statements reconciled monthly by an officer who has not signed checks during that period
5. Keep an accurate and detailed account of all monies received and disbursed
6. Receive all monies for all accounts and give a receipt after verifying amount
7. Pay all bills by check. Make no disbursements without proper receipts and only for approved expenditures
8. Keep president advised of financial transactions
9. Present budget report to president every three months or as requested

10. Alert executive board to budget lines near depletion as well as those over budget
11. Include PTA name and code number on all checks submitted to region, state and national PTA
12. Submit insurance premium to PTA state office by June 1
13. Submit the state and national pta portion of dues collected to the pta state office indicating units name and code number with accurate membership count. First payment must be submitted by November 1. Final payment must be in state office by March 31.
14. Keep the record of state and national PTAs portion of dues separate from the record of the units general fund
15. Pay council dues(if a member unit) as required by council bylaws
16. Deposit all funds received in PTA account as soon as reasonably practicable following an event
17. Use PTA funds to purchase a NYS PTA Honorary Life membership for candidates selected by committee
18. Have books, records and receipts prepared for audit at least two weeks prior to the meeting at which audit report is due
19. Prepare a complete annual report for the annual meeting of the association
20. Prepare and file the IRS 990 form when required, within 4 ½ months after the end of the fiscal year

Executive Committee (see bylaws Art IX)

1. Shall consist of all officers and council representative
2. Shall attend all unit meetings
3. Attend region and state PTA workshops and conferences for leadership training at PTA expense
4. Appoint chairs of standing committees
5. Make recommendations to executive board
6. Meets at the call of the president or a majority of committee members
7. Prepare calendar with the president
8. Notify president when unable to attend meetings

Executive Board (see bylaws Art X)

1. Shall consist of the executive committee council delegates SEPTA representative, chairs of the following standing committees, and the immediate past president

Art Fair	Arts in Education
Book Fair	Box Tops
Fall Fundraiser	Hospitality
MST Expo	Reflections
Staff Appreciation	Spiritwear

2. The executive board shall plan programs with appropriate chairs
3. Review and approve proposed budget for consideration and approval by the association
4. Present a report at the meetings of the association
5. Create special committees as needed
6. Determine representatives at NYS PTA and region PTA events
7. Oversee transfer of pertinent information from outgoing executive committee members to incoming executive committee members. Each chair and officer shall prepare a folder containing material and information needed for the job performed by the executive board member which may be passed to the successor. It shall contain a timeline, contact information, and recommendations for improvements in events
8. Meet twice a year

Vacancies (Art VII sec 4)

1. The departing officer shall submit a letter of resignation to the president, the date on which the resignation was accepted by the executive committee shall be noted in the minutes.
2. The president shall issue notice of an election meeting to the executive board within 10 days of receipt of a letter of resignation
3. If the president resigns, the resignation letter shall be submitted to the Vice President who shall issue the notice of an election meeting to the executive board within 2 days upon receiving such letter. The Vice President shall assume the duties of president on an interim basis until such election meeting is held. At such election meeting the vice president shall be nominated and if elected by a majority vote of the executive board shall serve as president for the remainder of the term.
4. If upon the president's resignation the vice president is unable or unwilling to serve as president, the secretary shall assume the duties of president on an interim basis until an election meeting is held. At such election meeting the secretary shall be nominated and if elected by a majority vote of the executive board shall serve as president for the remainder of the term.
5. If any other officer resigns the president may appoint any other member to serve in such office on an interim basis until the election meeting is held

Immediate past president

1. Shall serve in an advisory capacity giving advice based upon experience when called upon
2. Act in a helpful manner
3. Assume an active role on the board at the request of the new president

Nominating Committee (see Art VII sec 3)

1. The nominating committee shall be elected at the meeting of the association in March
2. Shall receive a copy of the bylaws and procedures from the secretary
3. Report on the selection of nominees for each office of the executive committee at the regular meeting of the association in April
3. Shall publish the slate of nominees for the executive committee in the PTA newsletter prior to the election meeting
4. Present the report of the committee at the election meeting which shall coincide with the regular meeting of the association in May

Council Delegates (Art VIII sec 6)

1. Shall attend all council, executive board and association meetings
2. Represent the unit in the council voting body
3. Present all issues requiring an instructed vote to the association
4. Report the outcome of an instructed vote
5. Report to the council the concerns of the unit
6. Report on all motions and decisions of the council meetings
7. Keep a procedure book of the activities as a guide for future delegates

Meetings

1. Meetings of the association shall be held in the Lagrange Middle School Library
2. The vice president shall be responsible for filing "use of building" permits as needed for the meetings of the association. The chair of each committee shall be responsible for filing "use of building" permits as needed for committee meetings.

Committee Chairs

1. First and foremost a committee chair holds a responsibility to the organization to uphold its values and purposes in a fair and honest fashion.
2. All contracts with outside companies and agencies must be signed by the PTA President or they are deemed null and void.
3. It is the chairperson's responsibility to preside over committee meetings and report its findings in a timely fashion at regular PTA meetings **either in person or with a written report.** It is the chairperson's responsibility to contact the President or Treasurer for the dollar amount allocated for the event. Although the budget would have been approved by membership at the beginning of the school year, the funds that were allocated may increase or decrease depending upon fundraising efforts for the year to date.

All committee work must be approved by the executive board *before* its execution.

Guidelines for decisions requiring approval are:

- Any changes from the previous year's work.
 - Any events or projects that have not previously been conducted by this PTA
 - All financial decisions, including fund raising and/or budget changes.
 - Any decisions requiring action by the PTA or school staff.
 - All contracts must be signed by the President.
4. Committee members must fill out an expense form, and signed by the committee chairperson, with attached receipts of purchase submitted to the PTA Treasurer for reimbursement. Likewise, all funds collected must be counted by the chairperson *and* one committee member to ensure accuracy. An income voucher must be completed with a listing of checks and dollar amounts and submitted to the treasurer in a timely fashion with coins rolled. Expense forms and income vouchers can be obtained from the PTA correspondence binder, President or Treasurer. Please contact the Treasurer for instructions on how to obtain a cashbox.
 5. All correspondence (fliers, letters, newsletters, etc.) being sent home to the school community is to be first approved by that school's principal before going home. Please note that all school staff has precedence over the copier and PTA must step aside to allow staff to use the copy machine at any given time. Please do not abuse your copying rights as the schools are kind enough to allow us to use their machines.)
 6. Please do NOT ask to use the school computers. We DO NOT have authorization to use them.
 7. Keep an up-to-date folder/binder detailing all work accomplished for the position/event.
 8. When sending fliers home that require a response from parents please include the name of the event on the portion that will be returned to school and place a labeled envelope in the PTA mailbox to collect forms. If money is being returned to school it should be retrieved daily.
 9. Upon entering the schools *all members* are required to present ID and sign in with the security greeter to obtain a pass. Be mindful that while you are on school property you are a representative of the PTA and should act accordingly. Once your business is concluded, please refrain from lingering in the hallways, it is disruptive to the staff and students.
 10. A 'Use of Facilities' form must be completed and approved by that school's principal for all PTA functions, during or after school hours. This form must be submitted to Central Office four or more weeks **PRIOR** to scheduled events. Committee chairpersons should be aware of additional event costs often incurred with use of facility (i.e. additional custodial cost, use of kitchen, etc.) Please refer to the school secretary for more information.
 11. When volunteers are needed contact the Membership Chair for a list of volunteer's names corresponding with that committee. We do not expect you to run the event on your own, please use volunteers where possible. If you do not get

- enough volunteers from the Membership Chair, please ask for an e-mail to be sent out to our mailing list with times and dates that you need help with.
12. Information on your event should be sent to the webmaster for inclusion on the PTA website. I.e., paperwork that gets sent home via backpack mail needs to be emailed to the webmaster along with any other information about that program/event that parents need to know.
 13. If you are unsure of anything, please ask! We want you to feel comfortable in your role as chairperson and want you to succeed.
 14. At the end of the school year, if you are transitioning your position please set a meeting with the incoming chairperson to transfer all committee records.

Thank you for volunteering to chair a committee with the Lagrange Middle School PTA! Only with your help and that of our members is our PTA able to fulfill our goals of promoting and advocating the welfare of children at home, school and community. You, as a valued member, are the heart of our organization.