

# **GREENVALE PTA STANDING RULES**

**Procedures (Standing Rules) are essential.** They are a cumulative record of the association's experience and serve as a guideline for current and future officers and chairmen.

Procedures are details of monthly PTA work that may be changed from year to year or from meeting to meeting. Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.

Procedures are adopted and may be amended at any regular meeting of the executive board by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed. Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote.

Procedures should be amended automatically to conform to New York State PTA and National PTA bylaws. They should be considered a living document and be constantly updated in accordance with the procedures adopted at any meeting.

Standing rules are unique to each specific PTA, and are for the use of the PTA Board; therefore, they do not need to be sent to the state or district offices.

## **MISSION STATEMENT**

To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation. The Greenvale PTA is an independent body composed of family members and the staff of Greenvale School. Our mission is to promote student achievement and the success of ALL our children by encouraging and supporting family involvement. We embrace and support the diversity of language, culture and background found in our students, families and school.

## **GENERAL GUIDELINES**

1. Each Officer and Chairperson position will be considered a leader, and is expected to enlist volunteers to aid in activities during their term.
2. Each Officer and Chairperson must be members of the Greenvale PTA
3. Each Officer and Chairperson must follow and uphold the unit's bylaws
4. Officers and Chairpersons may serve a maximum of two consecutive one year terms in the same office or committee.

5. The Standing Rules shall be adopted annually by the general membership at the election meeting, so as to allow the new officers to begin their work.

## **ORGANIZATION**

1. The name of the organization is the Greenvale School Parent Teacher Association.
2. The Unit number is 18-222
3. The National PTA code is 00010798.
4. The Federal Tax Identification number is 13-6220283
5. The Exempt Organization number is 117791
6. This PTA serves the children enrolled at Greenvale School
7. This PTA is granted tax-exempt status under section 501(c)(3)
8. This PTA is chartered by the New York State PTA.
9. No one may work for a salary that is paid by the PTA while serving on the executive board.

## **EXECUTIVE COMMITTEE**

(Refer to Bylaws, Article IX)

**If there is no quorum, a meeting will be considered for conference purposes only. A majority of the Executive Committee shall constitute a quorum.**

**Executive committee members shall:**

1. Attend all unit meetings.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Appoint chairmen of standing committees in cooperation with the president.
4. Make recommendations to executive board for programs, calendar, and other actions deemed necessary.
5. Meet at the call of the president or a majority of committee members.
6. Prepare calendar with the president.
7. Notify president when unable to attend meeting.
8. Perform duties as assigned from time to time.
9. Perform bank reconciliation when appropriate.
10. Keep a procedure book or folder of their activities as a guide to your successor.  
This is to be passed on at the final meeting of the year or no later than July 1<sup>st</sup>
11. Perform other duties assigned to job title.

## **PRESIDENT OR CO-PRESIDENTS**

(Refer to Bylaws, Article VIII, Section 1)

*If the unit has elected co-presidents, the duties of the office of president are then shared. The duties and responsibilities of each co-president must be clearly designated and approved by the Executive Board at the final Executive Meeting of the year, following the election meeting, in order to prepare for the new school year ahead. Co-presidents share the responsibility and are held accountable for the decisions of both individuals.*

Co-presidents are two people sharing one position. Only one may vote. In the event of the resignation of one, no vacancy occurs.

The office of President may be shared, if needed by co-presidents. In the event the incoming president (president elect) is not quite ready to take on the role of president, he/she may ask the current president to stay on as co-president for either an interim period or for the entire fiscal year. This will be by approval of the Executive Board. At the election meeting held in May, the membership will approve the slate of incoming officers, and if appropriate the role of co-presidency. In the event that the current president has already filled their maximum term of no more than two consecutive one year terms in the same office, a third term may be considered; upon the approval of the Executive Board and membership.

**President or Co-Presidents shall:**

1. Prepare an agenda for each meeting with the assistance of the recording 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 make or break a tie.
6. Have a copy of the association's 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 and chairmen so that the goals of the PTA are realized.
9. File signature at bank where the funds are deposited and can sign checks with the treasurer.
10. Sign all contracts for the association with name and title (president).
11. Share all National, state, and region PTA mailings and other information with all unit/council members, especially the appropriate chairmen.
12. Complete year-end Local Unit Report Form 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 15th 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 Service Award, and/or 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.
18. Appoint Council Delegates in cooperation with the Executive Committee.

*In the event of co-presidents, the following must be decided upon the final meeting of the Executive Board following the election meeting.*

1. Presides at meetings?
2. May sign checks?
3. Approves expenditures?
4. Signs contracts for the association?
5. May legitimately incur reimbursable expenses?
6. Assumes the responsibility of making appointments assigned to the president in the bylaws?
7. May call special meetings?
8. Shall be an ex officio member of committees? Or will the roles be divided based on Special Committees and Ways and Means Committees?
9. Is the spokesman for the association?
10. Receives the mail from state and National PTA?
11. Is first contacted in case of a problem?
12. If attending, who will serve as the delegate to region and state PTA functions and state and National PTA convention?

## **PRESIDENT-ELECT**

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

### **The president-elect shall:**

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. File signature at bank where the funds are deposited as an alternate signer of all checks with the treasurer.
4. Represent the association at PTA region and state functions/meetings the president cannot attend.
5. Attend PTA region and state leadership training workshops.
6. Chair the committees to select candidates for state and region PTA awards.
7. Receive the additional mailing available from state or region PTA.
8. Be the coordinator of all chairmen.
9. Take on the role of President at the end of term.

## **VICE-PRESIDENTS**

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

The Greenvale PTA shall have a total of 3 Vice Presidents: Co-holders are not permitted in any other office. You may have any number of vice presidents and include assistants for other offices. However, keep in mind that adding additional vice presidents and assistants will affect the number required in determining the quorum needed to conduct business at a meeting. A quorum of a general meeting must be at least ½ of the Executive Committee. Vice presidents should be assigned to coordinate the work of chairmen, not be chairmen.

## **VICE PRESIDENT OF CULTURAL ARTS**

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

### **Vice President of Cultural Arts shall:**

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. Coordinate a Committee Binder for each of the chairperson/committees under you. Binder will include Committee Chairperson Guidelines, Tax Forms, Volunteer Sign-in sheets, Expense Voucher, Deposit Form, Cash Box Request Form and all notes from past chairpersons. This will assist all committee chairpersons in running their event.
4. Set up Cultural Arts budget with President and Treasurer
5. Organize all Cultural Arts programs
6. Work with teacher representatives to bring appropriate programs to the students
7. Be present during the Cultural Arts Events to run the programs smoothly
8. Should an assistant be needed, a Cultural Arts Chairperson position will be created and will be included in the Executive Board. Otherwise, the chairpersons for all programs noted below will be the assistants.
9. Oversee all Cultural Arts Committees:
  - a. International Day

- b. Colonial Day
- c. Dancing with the Honeybee
- d. Artist in Residency
- e. Poet in Resident
- f. Any other programs that are scheduled for the year should have a committee and chairperson to assist you.

### **VICE PRESIDENT OF WAYS AND MEANS**

(Refer to Bylaws, Article VIII, Section 2)

#### **Vice President of Ways and Means shall:**

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. Coordinate a Committee Binder for each of the committees under you. Binder will include Committee Chairperson Guidelines, Tax Forms, Volunteer Sign-in sheets, Expense Voucher, Deposit Form, Cash Box Request Form and all notes from past chairpersons. This will assist all committee chairpersons in running their event.
4. To promote and develop fundraising ideas to be pursued by the PTA as approved by the board.
5. Oversee all Standing Committees that are part of the fundraising programs for the year. May change on a year to year basis as budget needs are assessed.
  - a. After School Clubs
  - b. Book Fair
  - c. Cash for School
  - d. Community Unity
  - e. Family Fun Nights
  - f. Gala Event
  - g. Greenvale Night
  - h. Holiday Boutique
  - i. Kid's Art
  - j. School Photos
  - k. Back to School Supplies
  - l. Spirit-wear
  - m. Yearbook

### **VICE PRESIDENT OF SPECIAL COMMITTEES**

(Refer to Bylaws, Article VIII, Section 2)

#### **Vice President of Special Committees shall:**

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. Coordinate a Committee Binder for each of the committees under you. Binder will include Committee Chairperson Guidelines, Tax Forms, Volunteer Sign-in sheets, Expense Voucher, Deposit Form, Cash Box Request Form and all notes from past chairpersons. This will assist all committee chairpersons in running their event.
4. Oversee all standing committees:

- a. Harvest Festival
- b. Beautification
- c. Teacher Appreciation Luncheon
- d. Teacher Welcome Back Breakfast
- e. Teacher Holiday Breakfast
- f. 5th Grade Committee
- g. 5th Grade Moving Up Ceremony
- h. Social Skills Ceremony
- i. Historians
- j. Head Class Parent
- k. Mini-Grants
- l. Newcomers Welcome (2<sup>nd</sup> graders)
- m. Math Night
- n. Senior Citizen Read Aloud

## **TREASURER**

(Refer to Bylaws, Article VIII, Section 5)

### **The treasurer shall:**

1. Be custodian of ALL funds.
2. Keep a full and accurate count of receipts and expenditures.
3. Issue written receipts for donations of seventy-five dollars (\$75) or more indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
4. File new bankcards when the new officers assume office, indicating that two signatures are required on all checks.
5. Include the following in report at all meetings:
6. Balance on hand in all accounts at the beginning of the period covered by the report.
7. Total receipts and disbursements in all accounts.
8. Total balance on hand on date of report.
9. Have bank statement reconciled monthly by an officer or assistant treasurer.
10. Report at the meeting of the association the name of the person who reconciled the bank statement.
11. Pay all bills by check. Make no disbursements without proper receipts and only for approved expenditures.
12. Keep president advised of financial transactions.
13. Present budget report to president every three months or as requested.
14. Alert executive board to budget lines near depletion as well as those over budget.
15. Include PTA name and code number on all checks submitted to region, state, and National PTA.
16. Submit insurance premium to the PTA state office by June 1.
17. 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 and subsequent payments made thereafter. Final payment must be in state office by March 31.

18. Keep the record of state and National PTA's portions of dues separate from the record of unit's general fund.
19. Pay council dues (if a member unit) as required by council bylaws.
20. Use PTA funds to purchase pins for retiring officers.
21. Use PTA funds to purchase a New York State PTA Honorary Life Membership for candidate(s) selected by committee.
22. Have books, records, and receipts prepared for audit at least two weeks prior to the meeting at which audit report is due (Bylaws, Article XII, Section 8).
23. Prepare a complete annual report for the annual meeting of the association.
24. Prepare and file the IRS 990 form when required, within 4 1/2 months after the end of the fiscal year.
25. Prepare and file IRS 1099 forms when required, must be submitted to taxpayer by IRS deadline of January 31.
26. Be chairperson of Budget Committee as appointed by the Executive Board.
27. Present final budget to the Executive Board and to the general membership at the first meetings of the year for review and adoption. Provide copies to all.

### **RECORDING SECRETARY**

(Refer to Bylaws, Article VIII, Section 3)

#### **The recording secretary shall:**

1. Assist the president with preparation of the meeting agenda by providing a list of unfinished business.
2. Bring to each meeting the following:
3. Copy of the association's current state-approved bylaws and the procedures
4. List of members
5. Agenda
6. Minutes of the previous year, including the treasurer's reports
7. List of all committees, their chairmen and members
8. Record minutes at executive board, and general membership meetings.
9. Send names and addresses of elected officers to the PTA Region Director immediately following the election.
10. Maintain a permanent printed file of minutes, committee reports, membership lists, and records of the association.
11. Indicate in the minutes the name of the officer who performed the monthly reconciliation of the bank statement.
12. Association minutes shall be:
13. Printed and distributed at the next meeting.
14. A directory of the PTA executive board (officers and committee chairmen) shall be compiled and:
  - a. Distributed to the members of the association.
  - b. Distributed to the executive board.
15. Record the attendance at all meetings via sign-in sheet

## **CORRESPONDING SECRETARY**

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

### **The corresponding secretary shall:**

1. Conduct correspondence of the association as directed by the president, the executive board, or the association. Keep membership informed of all correspondence received via Data Communications Chairperson.
2. Work with the Data Communications Chairperson in preparing the e-blast, electronic correspondence.
3. Send notices of all meetings to executive committee and executive board members
4. Prepare for distribution to the membership all notices of general membership meetings via Data Communications Chairperson.
5. Maintain an up-to-date file of all correspondence.
6. Provide copies of the agenda for distribution at meetings
7. Purchase gifts for events (ie. flowers for Nurse's Day, Secretary's Day, baby gifts, condolences and holiday gifts).
8. Hospitality

## **EXECUTIVE BOARD**

(Refer to Bylaws Article X)

**If there is no quorum, a meeting will be considered for conference purposes only. A majority of the Executive Board shall constitute a quorum.**

**The executive board shall consist of the executive committee (President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, three (3) Vice Presidents), two (2) council delegates, up to three (3) teacher liaisons, and the chairmen of the standing committees noted below:**

**The executive board shall:**

1. Hold an association meeting to:
2. Set dates for executive board and general membership meetings
3. Plan programs with appropriate chairmen.
4. Review and submit the proposed budget to the general membership for approval.
5. Present a report at meetings of the general meetings, this may be presented by written report
6. Appoint an audit committee according to the provisions in bylaws (Article X, Section 4f.).
7. Appoint a budget committee, chaired by the treasurer, to prepare the budget, to be presented to the general membership for adoption at the first meeting of the year.
8. Attend unit meetings.
9. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
10. Notify the president when unable to attend a meeting.
11. Be prepared to report at executive board and general membership meetings when appropriate. If unable to attend meeting at which report is due, arrange for the report to be available at meeting.
12. Elect chairperson of the Nominating Committee.
13. Perform other duties assigned to job title.
14. Executive Board shall consist of all members of the Executive Committee, Council Delegates, Teacher Representatives, Assistant Treasurer, Head Class Parent, By-Laws & Standing Rules Committee Chairperson, Membership Chairperson, Data Communications Chairperson, Programming Chairperson. Each shall have voting privileges, with the exception of President and/or Co-President. President/Co-President voting procedure is outlined under the respective role description.

### **ASSISTANT TREASURER (STANDING COMMITTEE)**

(Refer to Bylaws, Article VIII, Section 5)

**Assistant Treasurer shall:**

1. Assist the Treasurer
2. Receive all funds and retain Deposit Voucher Form received with said funds
3. Deposit all funds received in PTA account immediately following an event. For night functions arrange for a night deposit drop, if possible.

4. Maintain PayPal account and deposit all funds via electronic transfer. Notify said VP of the committee that funds were received for.
5. Maintain binder showing all deposits and withdrawals made.
6. Prepare cashboxes at the request of Committee Chairperson, and retain Cashbox Request Form.

### **COUNCIL DELEGATES**

**(Refer to Bylaws, Article XIII)**

#### **Council delegates shall:**

1. Attend all council, executive board, and association (general membership) meetings.
2. Represent the unit in the council voting body.
3. Present all issues requiring an instructed vote to the association (general membership).
4. Report the outcome of an instructed vote to the council.
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 their activities as a guide for future delegates.
8. Appointed by the president with cooperation of the Executive Committee.

### **HEAD CLASS PARENT (STANDING COMMITTEE)**

#### **Head Class Parent shall:**

1. Be a PTA member.
2. Be the chairperson of all class parents.
3. Be part of the Executive Board as a chairperson of a standing committee.
4. Be the primary person to communicate any pertinent information to all class parents.
5. Coordinate with Data Communications Chairperson for disseminating all emergency contact information to class parents. There may be some families that have not yet submitted this information; you will be notified if a paper copy needs to be sent home to them via backpack. There will be parents that do not wish any of their information be available to the PUBLIC. We must adhere to their wishes of privacy, DO NOT release/publish this information. The names will be highlighted on your information sheets.
6. Attend PTA meetings. Support PTA functions and activities.
7. Make certain that all class parents collect similar funds for holiday and year end gifts.
8. Make certain that no funds are to be collected for Teacher Appreciation. Coordinate all class parents to ensure that each class is participation in a similar activity for Teacher Appreciation.

## **BY-LAWS & STANDING RULES COMMITTEE (STANDING COMMITTEE)**

### **By-Laws and Standing Rules Committee shall:**

Consist of three (3) to five (5) members, including the chairperson. All members of this committee should be up to date on the bylaws of the PTA and of the Standing Rules. The committee will review annually the Standing Rules and when ready for renewal or if an amendment is to be made, the By-Laws. The committee chairperson shall present for adoption the Standing Rules, to the membership at the May Election meeting, and to the Executive Board at the May Meeting.

*Bylaws* form the legally binding document that governs the organization. In practice, they are designed to help the group function in an orderly manner. Every member of the executive board should have a copy. Bylaws tell the exact name of the unit, council or PTA region, the Purposes of PTA, the basic policies that set us apart as a 501(c)(3) organization, requirements for units and councils to be in good standing, that the specific amount of dues belonging to National and NYS PTA, that the first dues payment must be made to NYS PTA before November 1, and that only members may vote. Bylaws list the officers, when the elections are to be held, the position of presidents and president-elect, and the election of (and guidelines for) the nominating committee members. The composition of the executive board and its basic duties are also listed. No one may work for a salary that is paid by the PTA while serving on the executive board.

*Standing Rules (procedures)* are guidelines that add to the bylaws, but are unique to the unit and require no approval by NYS PTA. Procedures (standing rules) are written from the experience of the unit, and are adopted and may also be changed as needed by majority vote at a meeting if prior notice was given. Procedures are essential to the efficient operation of a PTA. Procedure books can contain all the information helpful to a chair, officer or committee. Writing procedures is an easy committee task. Think how much easier it might be for the unit to recruit new leaders if those volunteers know they have job descriptions to follow.

## **DATA COMMUNICATIONS CHAIRPERSON (STANDING COMMITTEE)**

### **Data Communications Chairperson shall:**

1. Set up Survey for emergency information collection. Send out in June the web site reminder for emergency contact.
2. Follow-up on new families and families that haven't responded
3. Compile information using database format (MS Access or Excel)
4. Produce Greenvale Directory, using information gathered from mailing
5. Coordinate E-mail blasts and maintain PTA website with input from President, and Corresponding Secretary.
6. Attend monthly Executive Board and General Membership meetings.

## **MEMBERSHIP CHAIRPERSON (STANDING COMMITTEE)**

(Refer to Bylaws, Article VI, and Article VIII, Section 2)

### **Membership Chairperson shall:**

1. Follow Bylaws as pertaining to Members and Dues.
2. Is the Chairperson for the Annual Membership drive.
3. Give all dues to the assistant treasurer immediately.
4. Include membership count with dues to insure accurate payments of state and national dues.
5. Provide the Recording Secretary with a full membership list. Any updates must be provided to the recording secretary who will have a current list on hand at all meetings.
6. Provide Data Communications Chairperson an updated membership list for accuracy in ordering school directories.
7. Provide Nominating Committee Chairperson updated membership list.
8. Return all unsold membership cards (including those mutilated, voided, or signed) to the PTA region membership chair by March 31. According to state PTA bylaws, the payment of dues shall constitute membership and immediately entitle an individual to participate and vote in regular and special meetings of the association.
9. Provide membership report monthly at PTA Meetings (Executive and General)
10. Attend monthly PTA Meetings (Executive and General)

## **PROGRAMMING CHAIRPERSON (STANDING COMMITTEE)**

### **Programming Chairperson shall:**

1. File building permits for all PTA meetings
2. Schedule PTA meeting speakers and help coordinate monthly general PTA meetings
3. Provide report monthly at PTA Meetings (Executive and General)
4. Attend monthly PTA Meetings (Executive and General)

## **COMMITTEES**

(Refer to Bylaws, Article XII)

### **COMMITTEE CHAIRPERSON(S) INCLUSIVE OF STANDING COMMITTEES**

#### **Committee chairperson(s) shall:**

1. Be a member of the Greenvale PTA
2. The Executive Board may create such standing committees as it deems necessary to promote the Purposes and to carry on the work of the association.
3. Co-chairmen are not recognized - instead, have a chair and assistant chair.
4. Standing committees exist throughout the year; special (ad hoc) committees are created for a special purpose and automatically go out of existence when the task is completed
5. Committees are formed via sign-ups throughout the year.
6. Chairpersons to be appointed by the president in cooperation with the Executive Committee.
7. A person shall not be eligible to serve more than two (2) consecutive one year terms as chairperson of the same standing committee.
8. Should a successor not be found, a third one year term may be considered. To be approved by the Executive Committee and President.
9. A chairperson may serve again in a previously held chairperson position after reaching their maximum of two consecutive one year term limits following a two year leave. That person may hold other chairperson positions in the interim.
10. Keep an up-to-date binder detailing all work accomplished.
11. Have all communications whether by backpack or electronic mail submitted to president for approval.
12. Submit receipts of all expenditures to treasurer before payment is received. Use Expense Voucher Form.
13. Count all income received with a second person and submit immediately to assistant treasurer with a Deposit Verification Form.
14. Submit all bills from vendor immediately to the treasurer for payment.
15. Notify president of all committee meetings to be held.
16. Prepare final report and send to the Vice President your committee falls under.
17. Pass all committee records and books to your Vice President by June 30<sup>th</sup> .
18. Do not sign any contracts. All contracts must be signed by the president.
19. Keep to budget given. Should additional funds be needed by any committee, the chair shall prepare a report and request a budget amendment.
20. File building-use form(s) when necessary. Instructions are in binder, under General Guidelines. Chair should hold a follow-up meeting when activity is finished to discuss suggestions, improvements.
21. Send a report to the Vice President your committee falls under.
22. Committee chairpersons will follow the guidelines as set forth in their Committee Binder.

23. Committees are as follows: This list may be altered year after year, after survey is taken from general membership as to what worked and what parents are willing to see the following year. Survey to be taken in April.

a. **CULTURAL ARTS COMMITTEES**

**Cultural Arts Committees chairpersons shall:**

1. Provide report to Vice President Cultural Arts to be shared at PTA Meetings (Executive and General)
2. Run each assigned committee as outlined below.
  - a. ***Artist In Residency (3rd Grade & 5<sup>th</sup> Grade) (February)***  
Parent volunteers are needed for the three week period that each class will meet, to assist our Artist in Residence and the children in creating works of art. Chairperson to coordinate this event under the guidance of VP Cultural Arts.
  - b. ***Poet in Residency (2<sup>nd</sup> and 4<sup>th</sup> Grade) March*** Parent Volunteers are needed for three week period that each class will meet with our Poet in Residence. Chairperson to coordinate this event under the guidance of VP Cultural Arts.
  - c. ***Colonial Fair (4th Grade) (June)*** This committee coordinates the colonial fair, along with Fourth Grade teachers. It transports our fourth graders to the early days of this country's history. The fair is held annually in June. Chairperson to coordinate this event under the guidance of VP Cultural Arts.
  - d. ***Cultural Arts Expo (March)*** Create an art display with the works the children created from Artist in Residency Program and Ted Scheu the Poetry Guy. All works will be featured at the Cultural Arts Expo at March PTA Meeting. Chairperson to coordinate this event under the guidance of VP Cultural Arts and VP Programming.
  - e. ***Dancing with the Honey Bees Workshop (2nd Grade) (May)***  
This program is in need of parent volunteers as the children visit the various stations in learning about the Honeybee. Chairperson to coordinate this event under the guidance of VP Cultural Arts.
  - f. ***International Day (3rd Grade) (April)*** This Committee coordinates International day for our Third Graders along with Third Grade teachers. Chairperson to coordinate this event under the guidance of VP Cultural Arts.
  - g. ***Grasslands Festival (5<sup>th</sup> Grade)(May or June)*** This committee coordinates with the 5<sup>th</sup> Grade Teachers the Western Movement as per 5<sup>th</sup> Grade Curriculum. Chairperson to coordinate this event under the guidance of VP Cultural Arts.

b. **Ways & Means Committees**

- i. ***After School Clubs (Fall & Spring)*** Chairperson coordinates educational after school programs such as Science, Drama, Art and

Cooking classes. Some summer work will be required to organize the after school program. Responsible for marketing the programs, enrolling students in the programs, coordinating after school club monitor, and ensuring that each is organized.

- ii. ***Book Fair (October & Spring)*** The Book Fair promotes reading. This is a long standing event that is held twice a year, in the Fall and in Spring. Volunteers are needed in: set-up/clean-up, repacking any unsold books, coordinating return of such, handling sales, and assisting children in finding books. The chairpersons generally create the class schedule with teachers, coordinate the dates with vendor, recruit volunteers, accept delivery of books and help alongside the volunteers.
- iii. ***Cash for School Programs (Ongoing)*** Encourage community participation and register Greenvale in cash-for-school programs. Such programs are Target Red Card, Stop & Shop, and any other programs you may be able to find.
- iv. ***Website/Directory Ads - Building Community Unity (Ongoing)*** This committee solicits our local businesses to purchase advertising space on the PTA Website. It is a collaborative project amongst the three elementary schools. Advertisement is available in the form of a link or a business card .jpg on the site.
- v. ***Fall Fundraiser (October - November)*** This committee is responsible for our fall fundraiser (gift-wrap, magazines and cookie dough). The committee works closely with the vendor and is responsible for distributing information to parents, collecting orders, handling funds, and coordinating volunteers to help with the catalog distribution and fulfillment.
- vi. ***Family Fun Night*** Two family fun nights are scheduled during the school year. Volunteers are needed to help plan and coordinate events and to help with setup. These events will be held jointly with Anne Hutchinson School. Chairpersons are needed for each event.
  1. ***Movie Night (February)***
  2. ***BINGO Night (April)***
- vii. ***Gala Event (March)*** Oversee the planning of the event, traditionally held in early March, including the selection of the venue and date; act as a liaison between the PTA and the banquet hall; arrange for deposits to be paid; arrange for menu selections; arranges for DJ and entertainment; all is coordinated with co-chair. Works with Sub-Committee chairs to ensure that event runs smoothly. Volunteers are needed for each subcommittee as well as check in desk, raffle sales, etc. May be held with other Elementary PTAs as a Tri-School Fundraiser. Consideration of the Tri-School is at the Presidents of each units discretion.

1. **Journal Committee** Plan, design and print program of gifts; design and print signs necessary for the event; arrange for volunteers, as needed.
  2. **Decorations Committee** Choose, order and coordinate decoration for the event. Decorate tables and venue on the day of the event.
  3. **Gift Baskets Committee** Arrange for storage of and log gifts as received; organize gifts by categories; coordinate wrapping, arrange for volunteers, as needed.
  4. **Setup & Cleanup Committee** Coordinate the overall set-up for the day of the event, including transportation of gifts to the banquet hall; set-up of gifts at the hall; arrange for volunteers, as needed.
  5. **Solicitations Committee** Solicit donations from area businesses; write request letters to companies; arrange for volunteers, as needed.
- viii. **Greenvale Night (June)** Annual outdoor event that takes place the first Thursday in June, on the grounds of the school. This is a fun filled fair that gathers the Greenvale families for food, carnival type games and a variety of activities. Parent volunteers are needed to sell tickets, run raffle, run games and food stands, set-up and take down event.
- ix. **Kids Art** Great fundraiser that creates the children's artwork into something special! Coordinate the creation of artwork alongside with our Art teacher, send our order forms, collect monies, and distribute items imprinted with the children's artwork.
- x. **Ladies Night Out...and dad's too Event (November)** This committee organizes fundraiser held first weekend in November, off school grounds. Generally a social shopping event featuring catalog sales vendors such as Pampered Chef, Mary Kay, Jewelry, etc. Additionally, offer manicure and spa services. It is an enjoyable and social evening well attended by many ladies.
- xi. **School Photos (October)** Volunteers will assist professional photographers on School Picture Days held in October, by helping to sort cards, arranging children and anything else to help the process move smoothly. The chairpersons generally create the class schedule with teachers, coordinate the dates with vendor, recruit volunteers, and help alongside the volunteers.
- xii. **School Supplies Committee (May – September)** School supply committee works closely with the supplier and lead teachers. Volunteers will update each grade's supply list, create and distribute order forms, market school supply sale to parents, tally orders and assist in distributing supply kits to appropriate classrooms in September prior to the first day of school.
- xiii. **Tees & Sweats (Ongoing)** School t-shirts are available for order for each child. Volunteers work with chairperson to send out order

forms, collect money from parents, order merchandise and help distribute once the order is received. Tees, Sweatshirts and sweatpants are also sold to families during the school year as a fundraiser.

- xiv. **Yearbook (September – April) Chairperson** oversees production and distribution of our annual Greenvale yearbook, a wonderful memory for our students and their families. Responsible for overall layout design, budget, cover design, class and portrait pages, club pages, staff pages, etc, and publisher deadlines. You will be the publisher’s main contact. Should be proficient with digital photos. Photo editing software, and scanning experience a must, or must be willing to learn. Additionally, chairperson is responsible to make certain that there are photos of ALL students on individual class pages, prior to submitting for print (includes new students to district). **Assistant Chairperson** is responsible for administrative functions in respect to yearbook. This includes conducting sales campaigns, collecting orders and payments, maintaining a database of orders and preparing reports for year end distribution. You will assist chairperson in the layout of book if necessary. Historians are responsible for the Grade Specific Montage pages and work alongside yearbook chair in creating those pages. 5th Grade Yearbook Supplement Committee will work with Yearbook chair in creating the additional year end inserts.

c. **Special Committees**

- i. **Beautification Committee (Ongoing)** Planning and coordinating spring plantings that will increase the effectiveness and beauty of our school. The Beautification Committee is responsible for keeping up school flower beds and flower pots at the front entrance of the school– including weeding, planting, and mulching. The committee chairperson is responsible for scheduling beautification workdays with the teachers. Some knowledge of plants is desirable but not necessary.
- ii. **By-Laws and Standing Rules Committee** The committee will review annually the Standing Rules and when ready for renewal or if an amendment is to be made, the By-Laws. The committee chairperson shall present for adoption the Standing Rules, to the membership at the May Election meeting, and to the Executive Board at the May Meeting.
- iii. **Fall Harvest Festival (October)** Coordinates the Fall Harvest Festival held on school grounds in Late October. Generally volunteers are needed to prepare beds for fall plantings, and cultivate a new bed for spring Beautification Committee. Have a series of Fall activities for the children, coordinate donations of baked goods and coffee for volunteers, encourage our school

- community in the beautification of our school. Coordinate the sale of bulbs, all proceeds from this event go to Beautification Committee for the spring plantings and clean up.
- iv. ***Fall Picnic Committee (October)*** Plan a family welcome back picnic to be held in the early weeks of school starting. Responsibilities include; publicity, beverage sales, 50/50 raffle, registration, and volunteers. At the event, make certain that there is a table set up for Membership Sales, Spirit Wear Sales, volunteer opportunity sign ups for the new school year, and if ready yearbook sales. The date for picnic is decided the school year prior with PTA president and school principal, so as to be included in the new school calendar.
  - v. ***Family Math Night (March)*** Chairperson organizes a Math night with grade teachers and principal for Greenvale students and their families.
  - vi. ***Grade Level Historian (Ongoing)*** To attend events and activities per grade level and record via photography. Use of digital camera required. Work with Yearbook Chair in creating the montage pages for your specific grade level. For each event, submit a few photos to school secretary to be included in the weekly Echo, must be submitted by Wednesday at 10:00 am for inclusion on Friday. Due to our Echo being online, we are not permitted to show the children's faces, please make certain you have some photos that depict the event without being able to identify the students. Be in charge of your Grade Specific Photo Display in our cafeteria. Please make certain there is at least one photo for each child, either alone or in a group shot.
  - vii. ***Head Class Parent (Ongoing)*** One person is responsible for coordinating all information to be given to class parents. Head Class parent will assist in selecting individual class parents.
  - viii. ***Mini-Grants (Ongoing)*** The mini-grant committee works with the chairperson in distributing application to teachers and reviewing the applications submitted for various projects.
  - ix. ***Newcomers Welcome Committee (Ongoing)*** This committee's goal is to welcome and orient new families to Greenvale. They will contact new families as they enter the school throughout the year and provide them with information to help ease the transition to a new school and community. Also meet and greet all incoming second graders on the first and second days of school. Direct them to the blacktop and escort them to their designated line. Children line up by class. During these days and a few beyond, there will be signs at the beginning of each line, so that students may find their way.
  - x. ***Nominating Committee (January)*** See full description noted below

- xi. ***PTA Council Delegate (Ongoing)*** The Greenvale School PTA Council representative attends district-wide PTA Council meetings and acts as liaison between the PTA Council and the Greenvale School PTA. Appointed by President with cooperation of the Executive Board.
- xii. ***School Store (Ongoing) THIS STORE IS RUN AND MAINTAINED BY GREENVALE SCHOOL. SUPPORT OF THIS PROGRAM BY THE PTA IS THROUGH VOLUNTEERISM ONLY.*** The school store (a rolling cart) sells a variety of supplies to students before school starts in the old art room. The "store" is open every morning from 7:45 – 8:10. The goal is not to make a profit but to provide the students with a learning experience about dealing with money and making their own purchasing decisions. Students will ‘apply’ for jobs in the store. The ideal committee consists of a group of volunteers, each assisting with managing the store one morning, schedule to be planned with Mrs. Gamils. Under the guidance of Mrs. Gamils, the chairperson assists in coordinating volunteers, and ordering supplies for the cart, etc. All funds are property of Greenvale School
- xiii. ***Scholarship Committee*** This committee consists of three (3) members, one of whom is a ***Teacher Rep*** from Greenvale. Awards are based on the criteria of the application.

**Alumni of Greenvale School HS Scholarship**

The Greenvale PTA provides two (2) Scholarship Awards. Recipients of the scholarships are determined by the Scholarship Committee.

1. The Golden Graduate Scholarship, which recognizes a student who has exhibited personal growth and a determination to improve in the area of academics throughout their High School journey.
2. The Spirit of Community Scholarship, which recognizes a student’s commitment to service and community spirit by providing a scholarship award to a student who has demonstrated a strong commitment to his/her community.

***Eligibility Criteria***

1. The applicant must be a graduating senior from Eastchester High School and must be a resident of the Eastchester school district.
2. The applicant must have been accepted at a university, college, two-year accredited college or technical school for post-high school studies.
3. The applicant must have attended Greenvale School for a minimum of three complete academic years.

4. Must submit a completed application to the scholarship committee. Each Scholarship shall have specific selection criteria based on the theme of the scholarship.
- xiv. ***Social Skills Ceremony (June)*** Coordinate a Reception for children and their families in the Social Skills Group. Work alongside Mrs. Tucker.
- xv. ***Staff Appreciation Luncheon (April)*** This committee is responsible for coordinating the annual staff appreciation luncheon. This luncheon is a wonderful morale booster for the entire staff and a great way for the parents to show their appreciation for all they do for our children.
- xvi. ***Staff Holiday Breakfast (December)*** This committee is responsible for coordinating a Holiday continental breakfast. This breakfast is for all of the staff at GV. It is held in the teacher's lounge. It is generally a grab and go type breakfast.
- xvii. ***Staff Welcome Back Breakfast (September)*** This committee is responsible for coordinating the welcome back continental breakfast. This breakfast is for all of the staff at GV. It is held in the teacher's lounge. It is generally a grab and go type breakfast.
- xviii. ***5th Grade Graduation Reception (June)*** Parents of fourth grade students are needed to help plan and host the reception for the 5th graders, parents, and family.
- xix. ***5<sup>th</sup> Grade DARE Reception*** Parents of the fourth grade students are needed to host this event.
- xx. ***5th Grade Committee (Ongoing)*** The committee works with 5th grade teachers, parents, and the principal to plan & organize activities leading up to the Fifth Grade Broadway Trip and Celebration at year end. There are sub-committees as well.
  1. ***5th Grade Dance Chairperson*** This committee coordinates the end of the year party/dance for the outgoing 5th grade.
  2. ***5th Grade Thanksgiving Luncheon*** Committee organizes Thanksgiving Luncheon for 5th graders.
  3. ***5th Grade Video Chairperson*** Committee creates the year end video that is shown at the 5th Grade Dance and provides a copy for each 5th Grader.
  4. ***5th Grade Yearbook Supplement*** Work with Yearbook Chair in creating a supplement to the yearbook. It will highlight the 5th Grade Dance, Broadway Show, Graduation, and other activities that occur after the yearbook submission deadline.

## **NOMINATING COMMITTEE**

(Refer to Bylaws, Article VII, Section 18)

### **Nominating Committee shall:**

Consist of five (5) members, one (1) of whom shall be elected by the Executive Board, and four (4) who shall not be members of the Executive Board and are elected at a general meeting at least sixty (60) days prior to the election meeting held in May. From this elected group, the chairman of the nominating committee shall be elected by the Executive Board.

### **Criteria for Selecting the Nominees:**

The nominating committee should consider carefully each potential nominee. The well-being of the PTA must be the top priority. The criteria listed below should be considered and evaluated.

#### ***The potential nominee:***

1. Must be a PTA member.
2. Must be enthusiastic and supportive of the PTA.
3. Must believe in the Purposes of PTA.
4. Should have experience in PTA, though other organizational work may also be considered.
5. Should have knowledge of the organization and its role in the school and community.
6. Should be able to work well with people.
7. Must be fair and objective.
8. Should have done a good job carrying out responsibilities.

## **AUDIT COMMITTEE**

(Refer to Bylaws, Article XII, Section 41)

### **Audit Committee shall:**

Consist of no fewer than three (3) members or a professional auditor shall be appointed by the Executive Board at least two (2) weeks prior to the date the audit report is due. Audit Report is due at the first meeting of the association. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented and adopted by the general membership at the first meeting of the succeeding school year.

## **BUDGET COMMITTEE**

(Refer to Bylaws, Article XII, Section 40)

### **Budget Committee shall:**

Be appointed by the Executive Board, with the Treasurer as chairperson. The committee should also include the president, assistant treasurer and the Vice President of Ways and

Means. It could include the past treasurer, the immediate past president, and any one else familiar with finances.

The Budget Committee will prepare the budget and the chairperson will present the budget to the Executive Board and to the general membership for adoption at each of their first meetings of the school year.

## **CLASS PARENT(S)**

### **CLASS PARENT(S)**

#### **Class Parents shall:**

1. Be a PTA member.
2. Keep updated list of all children in your class with emergency contact information. All Data has been collected by our Data Communications Chairperson and distributed. There may be some families that have not yet submitted this information; you will be notified if a paper copy needs to be sent home to them via backpack. There will be parents that do not wish any of their information be available to the PUBLIC. We must adhere to their wishes of privacy, DO NOT release/publish this information. The names will be highlighted on your information sheets.
3. Contact assigned teacher to review the agenda for the year for class activities, holiday parties, field trips, etc. Determine if the teacher prefers to request an upfront monetary donation for food, party items, and any special class projects, OR does the teacher prefer to ask families to provide the actual items. Also determine how the teacher will choose chaperones for field trips, volunteers for in-class activities, parties, etc.
4. Introduce yourselves to the parents of your class via a letter. Include your names, phone numbers, and email address. Advise parents of any activities planned, collect a “party” donation if requested and solicit volunteers if needed. Communicate volunteers, etc back to the teacher. Please note, that in some classes there were a number of parents who were willing to be class parent so be sure to include as many parents as possible in your class’ activities.
5. Keep parents up to date on class functions and activities in a timely manner. Check with teacher if you should handle this or if they will. Distribute via backpack. Must get approval from teacher first.
6. Attend PTA meetings. Support PTA functions and activities.
7. PHOTOS- lots of photos to be submitted to yearbook chairperson. Electronically or digitally is best. No need to print the photos, as our yearbook is created digitally.
8. Act as a resource for teachers and parents. Communicate teachers and parents concerns, questions, and suggestions to Head Class Parent Coordinator or PTA.
9. Contact parents immediately, if the phone chain is activated BY PTA.
  - a. Emergency Closings (during school hours)
  - b. Emergency Information
  - c. Budget Votes
10. Coordinate collection of teachers’ gifts (holiday and year end). We NEVER collect for Teacher Appreciation. Please be mindful of economic times. Suggested is \$10 per person for Teacher, and \$5 per person for Teacher Assistant. This cost may be shared, as our Teacher Assistants generally are assigned to two classrooms.

## **MEMBERSHIP**

(Refer to Bylaws, Article VI)

1. Membership year shall be from October 1 to September 30 inclusive.
2. Each member shall pay annual dues of \$10.
3. Additional family members shall pay annual dues of \$5
4. Members are entitled to one student directory per household, with the option of purchasing additional copies.
5. Directories may be offered in digital format, at the discretion of the President and Data Communication chairperson of that particular year. *Please note: an opt-out clause will be made available to parents.*
6. Only members shall be offered the option of purchasing an additional directory.
7. Honorary Life Members must pay dues to a local PTA to be entitled to all the rights and privileges of active status.
8. Membership enrollment is available throughout the year
9. All dues and unused/damaged membership cards are to be returned to NYS PTA by March 31. Additional cards if needed can be requested after this date.
10. Members of Greenvale PTA are also members of the National PTA and of the New York State PTA and are entitled to benefits of such membership.
11. One must be a member of the PTA to hold officer positions, committee chairperson positions, class parent, to be a chaperone on PTA sponsored field trips, and to enroll a child in the After School Clubs Program. Additionally, one must be a member to also vote at any meetings of the PTA.

## **FINANCES**

1. All checks require two (2) signatures of elected officers. May not be a combination of two officers living in the same household.
2. The fiscal year runs July 1 through June 30.
3. All expense vouchers with receipts must be submitted for reimbursement no later than June 30. Any vouchers received past the end of the fiscal year will not be honored, unless previously approved by treasurer and/or president.
4. Non-budgeted expenditures of \$500 and below shall be approved by a vote of the executive Board
5. Non-budgeted expenditures over \$500 shall be approved by a vote of the general membership after approval of the Executive Board.

## **TRANSFER OF LEADERSHIP**

1. On July 1<sup>st</sup> the incoming President, Treasurer, Assistant Treasurer, and President Elect shall become the new signers for the fiscal year.
2. The President shall have the authority to remove previous signers from all bank accounts.
3. The current PTA Treasurer shall meet with the incoming Treasurer and Assistant Treasurer to review the final Treasurer Report no later than July 8<sup>th</sup>.
4. Current Executive Board shall provide all procedure books, PTA information and materials to the incoming officers no later than June 30th. (Excludes materials held for the Audit Committee.)
5. Procedure books, information and materials shall be made available to incoming Executive officers and Committee Chairs as requested at any time after the May election.
6. The incoming Executive Board shall attend the Annual Executive Board meeting, held in June.

## **TERM LIMITS**

1. Officers and chairpersons may serve a maximum of two consecutive one year terms in the same office or committee.
2. Should a successor not be found, consecutive terms may be considered.
3. An officer or chairperson may serve again in a previously held officer or chairperson position after reaching their maximum of two consecutive one year term limits following a two year leave. That person may hold other officer/chairperson positions in the interim.
4. Volunteers are always welcome and there will not be any lifetime term limitations.
5. Terms are from July 1 to June 30

## MEETINGS

1. The Executive Board shall meet at least 9 times during the year. Five (5) days notice shall be given.
2. Regular meetings of the Association shall be held at least three (3) times during the year. At least five (5) days notice shall be given.
3. The Annual meeting of the Associations will be held in the month of June. Traditionally it is the first week of June. At this time the annual reports of officer and committee chairpersons shall be presented.
4. The Election Meeting shall be held in the month of May, at this time the Standing Rules should also be adopted.
5. Special meetings of the Association may be called by the president, a majority of the executive board, or upon the written request of 30% of the membership of the association. At least five (5) days notice shall be given.
6. Quorum: A quorum is the number of members who must be present at a meeting before any business can be transacted. The quorum of an Association Meeting must be at least twice the number of officers elected. Quorums are as follows:
  - a. General Membership meeting – 16
  - b. Executive Committee – Majority of the Executive Committee
  - c. Executive Board - Majority of the Executive Board

## **POLICIES AND PROCEDURES**

### **Condolences Procedures**

In the event of the death of a student, a member of the student's immediate family, a staff member, or a member of a staff member's immediate family, the Greenvale PTA shall make a donation to a charity in their memory. The charity will be of the family's choosing. This information can usually be found in the obituary. Should the family not designate a charity, a condolence basket will be sent. The total cost to be spent is \$50. In addition, a sympathy card shall be sent immediately. The Corresponding Secretary shall arrange for the donation and mailing of card.

### **Returned Checks**

Checks made payable to Greenvale PTA that are returned due to insufficient funds shall:

1. Incur a \$10 fee – to be paid separately.
2. Be re-deposited
3. Should the check be returned a second time, a money order or cashier's check will be required, as will an additional \$10 return check fee
4. If a person has three checks returned due to insufficient funds, the Greenvale PTA will no longer accept personal checks from said person. Money order or cashier's check will be the only method of payment accepted.

### **PTA Mini-Grants**

The purpose of the Greenvale PTA Mini-Grants program is to provide funding to faculty and staff at Greenvale School for classroom educational activities, projects, or resources that directly benefit the students.

1. Applicants must be current members of Greenvale PTA.
2. Applications must be filled out completely—and supporting documents must be attached to the application—before they will be reviewed.
3. Decisions are made by the Mini-Grant Committee
4. Examples of uses for funds include:
  - a. school-wide or discipline-wide research and development projects
  - b. specialized training
  - c. conference participation
  - d. classroom materials
5. Funds must not be readily available through normal department, school, or district sources.
6. Funds must be spent within the same school year of the grant approval.
7. The grantee is responsible for acquisition of materials approved. The PTA will disburse funds for advance payment or reimbursement from an invoice or a receipt.

### **Hardships**

School Principal, nurse, teacher, guidance counselor, and/or psychologist may ask the Greenvale PTA for financial assistance to help a Greenvale student and their family so as not to exclude the child from a class or school function. Approval will be by majority of the Executive Board, and the family will remain anonymous. Families seeking assistance

should be able to contribute a small portion toward the cost, to be determined by School Counselor, School Psychologist, and/or School Principal.

After School Club program enrollment is not eligible under Hardship, as not all children participate in this program.

**After School Club Enrollment**

With regard to After School Club enrollment, students of club teachers *ARE* permitted to participate in their parent's respective club free of charge, so long as the child's spot does not exclude a 'paying students' spot. Enrollment in any other club requires payment as would any other participant. Parent must be a member of the PTA for their child to participate in either scenario.

## AMENDMENTS

These Standing Rules may be amended by either of the following two methods, upon approval of the Executive Board.

1. They may be amended at any regular meeting of the PTA by a two-thirds vote of the members present and voting.
2. They may be amended at any regular meeting of the PTA by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least fourteen (14) days prior to the meeting at which the amendment is voted on.

Adopted by the Executive Board on: \_\_\_\_\_

Adopted by the General Membership on: \_\_\_\_\_