Wood Road

Elementary School

Parent Teachers Association (PTA)

**Policy and Procedure Manual**

Adopted September 1, 2018

\*\*Updated September 1, 2019



300 Wood Rd

Ballston Spa, NY 12020

**Introduction:**

On September 16, 2002 the Wood Road Parent Teachers Association became a charted unit under New York State (NYS) PTA.

This manual is in addition to the Bylaws governing this PTA. The Unit, Council, NYS and National Bylaws always supersede this manual. Procedures in this manual shall be amended automatically to conform to the NYS and National PTA Bylaws and updated in accordance with the procedures adopted at any unit meeting. Procedures are also adopted and may be amended at any meeting of the Executive Committee by a 2/3 vote.

This Policy and Procedure Manual (PPM) serves as a permanent record of PTA activities and insures the ongoing success of Wood Road PTA (WR PTA).

**Membership:**

Member fee for an adult is $6, member fee for a student is $4, joint membership in a family is $10. Membership is valid from July 1 to June 30 of the following year.

Membership lists, names and addresses are to be used strictly for PTA purposes. They are not to be released to a third party.

**Meetings:**

Officers decide when meetings will be held for the following school year. Coordinate the schedule with the Principal or Admin Assistant and submit facility request forms through the district website. The Principal or a representative for the Principal shall be present at each meeting.

Members are to be given at least 30 days’ notice on the next meeting date. All (committee info/decisions, agenda items and motions) information needs to be sent to the Secretary and President at least 7 days prior to the unit meeting.

The agenda is an overview of what will be discussed at the meeting. At each meeting members will be given an agenda for the meeting, an up to date budget sheet and the minutes from the past meeting. At each unit meeting, the previous minutes and the monthly budget needs to be motioned on with a second motion accepting them.

At the beginning of a unit meeting the unit will vote on an end time for the meeting. This can be extended by a majority vote.

The WR PTA follows the most current edition of Robert’s Rules of Order.

**Fiscal Year:**

The fiscal year for the executive board will be July 1 to June 30 of the following year.

**Handling of a Motion:**

A person is recognized and then makes a motion about a topic. The motion is seconded. The person states the question to the unit. The issue is then debated with the person who made the motion speaking first. The motion is put to a vote, results are announced and recorded in the minutes. To work towards the goal of running an effective, efficient and helpful meeting, while in a debate- everyone who wants to, gets to speak once before someone speaks again and no one speaks for more than two minutes.

**Voting:**

The Bylaws cannot be suspended by any vote. A majority vote is allowed for most situations including elections, a 2/3 vote applies to adopting or revising the Bylaws, suspending rules/procedures or to rescind a motion previously passed. A vote can be conducted by either a voice vote or ballot. If there are nominations from the floor at an election meeting then a vote must be done by a ballot. The President appoints a teller to distribute, collect and count the ballots. The President may vote only in order to break a tie. *PTA does not provide for absentee voting, voting by mail or proxy votes.*

**Non-members at Meetings:**

Non-members have no rights at meetings and cannot be a committee chairperson. Non-members can speak in a debate but cannot vote at a unit meeting.

**Event Dates:**

All WR PTA event dates must be pre-approved by the District after a facility request form has been submitted online. In order to be placed on the district calendar and website; events dates need to be submitted by July 10 for the following school year.

**Event Notification:**

Be sure to give parents and staff plenty of notice and also reminders of events in effort to increase participation/attendance.

**Request for Funds:**

A minimum of 4 days’ notice is required to be given to the Treasurer when requesting money for an event change drawer. If requesting a certain amount of coins and bills, be sure to state that on your request form. There will be a maximum amount of $100.00 per change drawer allowed for request. It will be the chair’s responsibility to obtain the money from the treasurer before the actual event begins.

It is the responsibility of the event chair to submit a check request form to the treasurer two weeks before a deposit/fee is needed to be turned over to a company.

Before an event is to occur a member can request funds via the cash advance form for expenses larger than $100. The cash advance will be dispersed in a cash form. All receipts must be given to the Treasurer to show the exact purchases the cash advance funds went towards.

**Handling of WR PTA money:**

Once an event is over, it is the chair’s responsibility to get the revenue plus the original amount requested for the drawer to the treasurer within 24 hours after an event. Two WR PTA members (chairperson must be one) must count and sign for all incoming cash received from an event. A cash count sheet must be turned in with the cash to the treasurer. Funds must never be deposited into a personal bank account. Whenever money is exchanged between the treasurer and a member, a signed receipt specifying the date of exchange and type of event will be given to that member. A chair can request a pre-approved amount gift card. A maximum of three gift cards at a time will be dispersed to a chair. An acknowledgment form of receiving the gift card(s) will need to be signed by the receiver. If the gift card(s) are lost or stolen it will be the responsibility of the chair to pay for the items the gift cards where intended for without WR PTA reimbursement.

**Reimbursement:**

The PTA officers will try their best to reimburse the chair or volunteer one week after the submittal of original receipts and the reimbursement request form. The reimbursement will be returned in the form of a check drawn on the WR PTA checking account with two officer signatures (one being the treasurer).

**Checking/Savings Account:**

The WR PTA has a checking and a savings account at the Ballston Spa National Bank. When applicable, the previous officers will accompany the new officers to the bank to update the authorized signature card by July 1. Monthly bank statement need to be reconciled monthly by a different member each month, the Treasurer will report at the next meeting the person who reconciled the previous month’s bank statement so it shall be recorded in the minutes.

When dispersing checks from the checking account, the treasurer will sign all checks as well as the president or co-president (or secretary if need be). When withdrawing money from the account for event change drawers, the treasurer is the only one that can withdraw said money. No blank checks will be signed by any officer.

**Budget:**

The yearly budget will get voted in by members at the first meeting of the school year. The budget will be approved for use from October through September of the following year. If a line item needs to be added to the budget throughout the year, a majority vote is necessary. If funds need to be moved from one line item to another a vote- approved by majority is needed to move funds over. This can occur when an event is going over budget and funds need to be brought in from another source. An increase in spending on any event needs to be voted on an approved by a majority.

**Public Correspondence:**

All public correspondence (i.e. flyers, email, newsletters, volunteer forms) must be pre-approved by the Wood Road Administration prior to release. All public correspondence shall be sent to an officer first then they will forward it on to the WR administration for review before going out to the student’s families.

**Media Communication**:

WR PTA will have a Facebook account under the name of Wood Road Elementary school PTA. Email correspondence will be through the Gmail account only: Woodroadpta@gmail.com. The twitter account is woodRoad PTA. All Google accounts (Gmail, Google Drive), Facebook, Twitter and Memberhub will be updated and managed by the WR PTA Officers only.

**PTAC:**

Wood Road is expected to have a representative at each Parent Teacher Association Council (PTAC) meeting. These meetings are held monthly and rotate between buildings in the District. The purpose of PTAC meeting is for all District PTA’s to meet and discuss what events are happening in each building. Each building is responsible for one event each year. The PTAC rep gives reports on events happening at Wood Rd and then reports back to the association what was discussed at the previous PTAC meeting.

**Leave of Absence (LOA):**

In the event that an officer cannot perform their duties/responsibilities, for whatever reason, and a LOA is necessary, the LOA needs to be approved by the executive board. If the person remains as a member their vote counts towards the majority vote. The LOA needs to have a specific time limit that can be revisited.

**Resignations:**

When an officer is unable to complete the elected term, a letter of resignation shall be sent to the president or executive board (for resignation of president). The date on which the resignation was accepted by the officers shall be noted in the minutes. The president/co-president shall issue notice of an election meeting to the unit within 30 days upon receiving the letter of resignation. If an officer resigns, there will be an election approx. two months after the date of resignation to fulfill that position.

**Committees:**

Committees shall consist of three or more volunteers. Each volunteer shall have an assigned task to do to help make the event a success. Each committee shall have one chairperson and a co-chair. PTA officers cannot chair more than 2 committees per year. If two people want to chair the same event then they share the chairperson responsibilities.

Committees contribute to the efficient operation of the WR PTA. If a committee is established by the president, executive committee or the board, that person or group has the right to designate the chair. If no member is designated, the committee has the right to elect its chair. The chairperson of a committee is responsible for the work of that committee. A committee must develop a plan and follow the pre-approved budget allowed for that event. Committee members can be selected by volunteer sign-up sheets, by invitation of the chair or another committee members and be formed with those who share similar interests. If a committee is unable to meet regularly and/ or has members not participating, the chairperson is to let the president(s) know immediately. All committees shall keep an up to date folder with information of their event and a copy of approved plan of work. Committees shall undertake no work without prior approval including expenditures. If the chair feels that more finances are needed for the event budget then that person should motion for more funds at a meeting at least one month prior to the event.

Make sure all internal and external communication is passed through an officer first before being released. Committees are not to sign any contracts. Direct all contracts to the President(s) for review and approval. Prepare a final report of the event to be kept on file. Pass along all committee records and notes an officer upon completion of term.

**Officer Responsibilities:**

* President:

As well as the duties described in the Bylaws, Article VIII, Section 1 the President shall prepare an agenda for each meeting with the assistance of the Secretary. Prepare the calendar for the upcoming year with the executive board. Coordinate the program events for the year with WR administration. Fill out the required facility use forms online for program events. Call a meeting to order on time and proceed with the business in a timely manner. Maintain a fair and impartial position at all times. Vote when voting is needed to break a tie. Sign all contracts for the association with name and title (President). File a signature card with the bank where the funds are deposited and can sign checks with the treasurer. Attend PTA region and state leadership training workshops or assign an alternate. Have a copy of the unit’s current state approved bylaws at every meeting. Prepare the budget with other officers for the upcoming year (by first PTA meeting). Act as a liaison to the teachers and between the student body and PTA. Coordinate the work (progress) of the event with the chairperson and report progress to the unit at a meeting when a chairperson is unable to attend. Complete and submit annual awards presented by the National PTA. Attendance at the unit meetings is required and attendance at PTA events is expected.

* Vice President:

As well as the duties described in the Bylaws, Article VIII Section 2, the vice president shall assist the President with the day to day operations of the PTA and help lead the PTA toward specific goals chosen by its members. Help formulate the group’s long-range plan, work out issues as they arise, and participate in executive board discussions and decision making. Attendance at the unit meetings is required and attendance at PTA events is expected. Prepare the budget with other officers for the upcoming year (by first PTA meeting).

* Secretary:

As well as the duties described in the Bylaws, Article VIII, Section 3 the secretary shall assist the president with preparing the meeting agenda by providing a list of unfinished business. Bring an agenda, list of all members, the Bylaws, this PPM, minutes of previous year and list of all committees including their chairperson. Record minutes at all unit meetings or seek an alternate if unable to attend a meeting. Send names and addresses of newly elected officers to the PTA Regional Director by July 1. Notify the region director of any change of addresses. Maintain a permanent hard copy of minutes, committee reports, member lists and records of the association. Keep membership informed of all public correspondence received. Prepare a budget with other officers for the upcoming year (by first PTA meeting). Attendance at the unit meetings is required and attendance at PTA events is expected.

* Treasurer:

As well as the duties described in the Bylaws, Article VIII, Section 5 the treasurer shall be custodian of all funds. File a signature card with the bank where the funds are deposited. Sign all checks going out of bank account. Have the bank statement reconciled monthly by a different member each month, report at the next meeting the person who reconciled the bank statement so it shall be recorded in the minutes. Receive all monies for all accounts and give a receipt after verifying amount. Pay all bills by check. Make no disbursements without proper receipts and only for approved expenditures. Pay council dues as required by council. Pay state dues as required by state. Keep an accurate and detailed account of all monies received and disbursed. Deposit all funds received, into a PTA bank account within 48 hours following an event. Include the balance on hand, total income and disbursements for all accounts at every unit meeting. Prepare a yearly budget with other officers for the upcoming year (before first PTA meeting). Adjust budget accordingly to approved- voted on allocation of funds at meetings. Have the books, records and receipts prepared for audit at least one week prior to the annual audit being conducted. Prepare and file the IRS 990 form when required. Attendance at the unit meetings is required and attendance at PTA events is expected.

End of document.

*\*\*For the most up to date copy of this Police and Procedure please see a WR PTA Officer or visit the PTA tab under the Wood Rd Section within the Ballston Spa School District website.*