



**Empire State**  
**PTSA**<sup>®</sup>  
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## **PROCEDURES**

### **FORWARD**

1. These Procedures implement the bylaws of the Empire State PTSA by providing details not outlined in the bylaws. The bylaws and procedures provide for the authority and administration of the affairs of the Empire State PTSA.
2. Procedures are adopted and may be amended at any meeting of the association by a 2/3 vote of the members present and voting.
3. The adoption of an amendment to the Bylaws of National PTA or the New York State PTA shall serve automatically and without requirement of further action by the Executive Board to amend correspondingly these procedures.

### **ARTICLE VII- OFFICERS AND THEIR ELECTION**

#### **Nominating Committee:**

1. The nominating committee shall meet no later than August 15<sup>th</sup> and present its report to the membership no less than 30 days before the annual meeting. If necessary, the committee meeting may be held by conference call.
2. Additional nominations may be made from the floor provided that written consent of the nominee has been secured. Intent to run from the floor and a copy of the qualifications of any candidate to be nominated from the floor must be received by the ESPTSA President at least fourteen (14) business days prior to the annual/election meeting. The president will communicate such intent to all necessary parties.
3. Eligibility for nomination to office shall be as follows:
  - a. Must be a current member of the ESPTSA at the time of nomination and election.
  - b. Have current or past service of at least two (2) years on the governance team of NYS PTA or at least two (2) years' experience as a region board member.

## ARTICLE VIII – DUTIES OF OFFICERS

### Section 1. The President shall:

1. Communications
  - a. Revise annual letters and send to office staff. Letters to include:
    - i. Renewal for existing current members
    - ii. Recruitment letter and brochure to be placed in the August unit/council email
    - iii. Marketing letters for past state board members, potential new members and educational partners
    - iv. Work with the Office and the Awards specialists for a list of donors/gift members
    - v. Acknowledgement letters (pre/post-convention) for donors/giftees/members
    - vi. Congratulatory letter to the recipient of Muriel Berk Award.
  - b. Order stationary as needed
  - c. Recommend updates for website at least annually
  - d. Work with the Vice-President to develop a newsletter at least annually and update the ESPTSA brochure as needed.
  - e. Order gift memberships for staff in September
  - f. Collect the names for nomination to the Muriel Berk Award and send the information to the chairman of the committee.
2. Fiscal
  - a. With Treasurer, approve all expenditures
  - b. Review Financial Report and budget as prepared by the Treasurer for presentation and approval at the annual meeting.
3. Annual Meeting
  - a. Confirm with office the arrangement of the venue at the convention site
    - i. The meeting should be listed in the convention registration booklet
  - b. Prepare with input from the Secretary, an agenda for distribution
  - c. Confirm that the nominating committee elected the previous year has met and is ready to present a report
  - d. Confirm that the Treasurer has the budget, audit and financial reports ready for presentation
  - e. Ensure that any proposed bylaws changes be sent to the membership 30 days prior to the meeting
  - f. Confirm that minutes from the previous year will be available
  - g. Appoint the members and chairman of the Muriel Berk Award Committee

**Section 2. The Vice President shall:**

1. Be responsible for the distribution of the Empire State newsletter in consultation with the President.
2. Collaborate with the state membership coordinator to ensure growth in membership over the year through marketing of the ESPTSA
3. Be responsible for the procedures of the association.

**Section 3. The Secretary shall:**

1. Maintain current list of voting members and have available at annual meeting
2. Record the minutes and attendance of the annual meeting
3. Coordinate the work of the nominating committee by securing the contact information of the members and sending out a meeting date reminder by June 1 along with the current membership list, and copies of the bylaws and procedures.

**Section 4. The Treasurer shall:**

1. Check account for propriety on a monthly basis with the assistance of the NYS PTA Treasurer
2. Together with the President, approve all expenditures
3. Reconcile membership deposits to database with the Membership and Insurance Specialist and the ESPTSA Secretary.
  - a. Confirm Jenkins and Gazzola deposits have been transferred to the ESPTSA account
4. Confirm with the NYS PTA Treasurer that payment has been sent to the recipient of the Muriel Berk Award
5. Be apprised by the state Treasurer of the outcome of the annual professional audit of the NYS PTA finances which includes the funds of Empire State PTSA. (*An audit committee comprised of Empire State PTSA members is not necessary due to the nature of the professional audit.*)

**ARTICLE IX –EXECUTIVE COMMITTEE**

Members of the Empire State PTSA, Executive Committee, Executive Board or any committee, may participate in and act at any meeting of the body to which they belong by conference call, teleconference, or other electronic media where all participating in the meeting can communicate with each other at the same time as permitted by applicable law. Participation in such a meeting shall constitute attendance and presence in person at the meeting

**ARTICLE X – EXECUTIVE BOARD**

The Executive Board shall consist of the officers of the association and chairmen of the standing committees.

## ARTICLE XII – COMMITTEES

The standing committees shall be determined by the Executive Committee based on the needs of the association.

### **The Office Staff shall:**

1. Database(s)
  - A. Member database shall include all current ESPTSA members
  - B. Marketing database to include:
    - i. Past ESPTSA members from the past three (3) years.
2. Membership
  - A. Process incoming memberships directly mailed to NYS office
    - i. Send link to membership card
    - ii. All first timers are to receive pin – (this item is included on the Memberhub site and is an option for first timers)
    - iii. Confirm member has been entered into Memberhub
  - B. August: Contact NYS PTA Awards Specialist for names and information of recipients of Jenkins Scholarships /Gazzola Fellowship Awards to arrange for a one-year gifted membership as per NYS PTA Procedures.
3. Financial
  - A. Distribute dues to appropriate accounts as follows:
    - i. National dues
    - ii. State dues
    - iii. ESPTSA portion
  - B. Expenditures:
    - i. All debits to account must have approval of either the president or the treasurer
    - ii. Executive Director and NYS PTA treasurer will write checks from the ESPTSA line balance

## ARTICLE XIII-AWARDS

### **The NYS PTA Awards Specialist shall:**

1. Submit a voucher with the list of names of the Jenkins Scholarship seniors and Gazzola Fellowship recipients to the state Treasurer & apprise the ESPTSA President and Treasurer of the same.

### **Muriel Berk Service Award**

1. The Muriel Berk Service Award shall be presented annually in accordance with the approved policy.
2. Three to five (3-5) members and a chairman shall be appointed by the President at the annual meeting in November
3. No member shall serve two consecutive years on the award committee